



Derby City Council

**Council Cabinet**  
**14 February 2018**

Report of the Cabinet Member for Education  
and Skills

**ITEM 8**

## **Determined School Admission Arrangements for Derby City Maintained and Voluntary Controlled Schools 2019-2020**

### **SUMMARY**

- 1.1 The Council is the Admissions Authority for all maintained and voluntary controlled schools within Derby City, therefore must comply with the statutory duty to consult on any changes to its admission arrangements on behalf of those schools before they are determined and published in the year preceding admission.
- 1.2 The School Admissions Code 2014 requires that consultation on admission arrangements for the academic year 2019-2020 must last for a minimum 6 weeks and must take place between 01 October 2017 and 31 January 2018. All admission arrangements must then be determined (set) by the statutory deadline date of 28 February 2018.
- 1.3 No objections or comments relating to the proposed admission arrangements have been received.
- 1.4 The proposal is for the admission arrangements for the 2019-2020 academic year set out in Appendix 2 to be considered and approved as the determined (set) admission arrangements by Council Cabinet at its meeting on 14 February 2018.

### **RECOMMENDATION**

- 2.1 To approve the proposed admission arrangements for Community and Voluntary Controlled infant, junior, primary and secondary schools as set out in Appendix 2 as the determined (set) admission arrangements for the 2019-2020 academic year.
- 2.2 To approve the published admission numbers as set out in Appendix 3.

### **REASONS FOR RECOMMENDATION**

- 3.1 To ensure that fairness, equity and transparency is retained and that Derby City is fully compliant with the mandatory requirements of the School Admissions Code 2014, School Admission Appeals Code 2012, relevant legislation and regulations.



## **COUNCIL CABINET**

### **14 February 2018**

Derby City Council    Report of the Strategic Director for People Services

#### **SUPPORTING INFORMATION**

- 4.1 The proposed Admission Arrangements for 2019-2020 detailed in Appendix 2 were consulted on between 01 November 2017 and 13 December 2018. The proposal is for the arrangements to be considered and determined at the Council Cabinet meeting on 08 February 2017.
- 4.2 Derby City Council's proposed admission arrangements as set out in Appendix 2 consulted on from 01 November 2017 until 13 December 2017 with the following groups and partners:-
- Dioceses of Nottingham Education Service
  - Church of England Diocesan Board
  - Parents
  - Community groups and other people within the City who may have an interest in the proposed admissions.
  - Derby's own admission authority schools (including Academies and Free Schools)
  - Derbyshire County Council
  - Nottingham City Council
  - Nottinghamshire County Council
  - Leicester City Council
  - Leicestershire County Council
  - Staffordshire County Council
- 4.4 The Department for Education revised the School Admissions Code 2012 (the Code) which came into force on 19 December 2014. The revisions and requirements of the Code (2014) are incorporated within the proposed admission arrangements set out in Appendix 2.
- 4.5 The revisions referred to in paragraph 4.4 focused on reducing the admission arrangements consultation period from 8 weeks to 6 weeks, and a revised statutory deadline for determining admission arrangements from 15 April to 28 February.
- 4.6 There are no significant changes to the proposed admission arrangements for 2019-2020 from those determined for the 2018-2019 academic year. Although minor changes to the wording in Section 10 Changing Address, to clarify how applications are processed dependent on when the change of address happens.

- 4.7 Derby's proposed admission arrangements are consistent with other local authorities' admission arrangements for maintained and voluntary controlled schools, and meet the legal requirements of School Admissions Code and School Admissions Appeals Code.
- 4.8 No objections or comments relating to the proposed admission arrangements have been received during the consultation period of 01 November 2017 until 13 December 2017.

## OTHER OPTIONS CONSIDERED

- 5.1 None

This report has been approved by the following officers:

<b>Legal officer</b> <b>Financial officer</b> <b>Equality and Diversity Lead</b> <b>Human Resources officer</b> <b>Estates/Property officer</b> <b>Service Director(s)</b> <b>Other(s)</b>	Olu Idowu, Head of Legal Services Alison Parkin, Head of Finance Ann Webster  Gurmail Nizzer, Director of Commissioning (Acting)
<b>For more information contact:</b>  <b>Background papers:</b> <b>List of appendices:</b>	Ben Lysaczenko, Admission Manager (Acting), 01332 642726 <a href="mailto:Ben.Lysaczenko@derby.gov.uk">Ben.Lysaczenko@derby.gov.uk</a> Gurmail Nizzer, Director of Commissioning (Acting) and Head of School Organisation and Provision 01332 642720 E- mail: <a href="mailto:gurmail.nizzer@derby.gov.uk">gurmail.nizzer@derby.gov.uk</a> None. Appendix 1 – Implications Appendix 2 – Proposed Admission Arrangements 2019-2020 Appendix 3 – Equalities Impact Assessment

<b>IMPLICATIONS</b>
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**Financial and Value for Money**

- 1.1 As school budgets are largely determined by pupil numbers, there will be a financial impact for those schools where changes in admission criteria result in changes to actual numbers.

**Legal**

- 2.1 The revised procedure for consulting upon and determining admission arrangements, notification, publication, variation and alteration of them is set out in the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations, and came into force on 19 December 2014. The Council remain fully compliant with all statutory requirements arising from the Code.

**Personnel**

- 3.1 None in relation to this report

**IT**

- 4.1 None in relation to this report

**Equalities Impact**

- 5.1 An Equalities Impact Assessment has been completed and is attached to this report. We will also monitor the equality impact following the implementation and consider any further changes.
- 5.2 Disabled children with a Statement of Special Educational Needs are not covered by this Scheme as they are given priority admission over others. However we have included a link to the Access Audit of Schools that was done as part of our School Accessibility Strategy

**Health and Safety**

- 6.1 None in relation to this report

**Environmental Sustainability**

- 7.1 None in relation to this report

## **Property and Asset Management**

8.1 None in relation to this report

## **Risk Management**

9.1 None in relation to this report

## **Corporate objectives and priorities for change**

10.1 All people in Derby will enjoy achieving their learning potential for a brighter future.

**DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR  
INFANT, JUNIOR, PRIMARY AND SECONDARY SCHOOLS  
2019 – 2020**

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## **1. Introduction**

- 1.1 This scheme for admission to infant, junior, primary and secondary schools is a mechanism that will ensure that every parent resident in Derby who has applied by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.
- 1.2 The scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents, as all applications are made through one body.
- 1.3 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the governing bodies of voluntary controlled, voluntary aided, trust, foundation, academies and free schools, the neighbouring local authority of Derbyshire and any other applicable local authority.
- 1.4 Derby City Council will be the only body to transmit an offer on behalf of all other admission authorities to a Derby resident of a single place at any infant, junior, primary or secondary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.
- 1.5 The scheme's admission arrangements will not affect the duty of the governing bodies of academies, voluntary aided, trust, foundation and free schools to set and apply their own admission arrangements.
- 1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

## **2. Applying for a school place**

- 2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, or using the common application form, or by telephone/textphone to the Local Authority. Reasonable adjustments will be made for disabled parents
- 2.2 **Reception intake and junior transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's nursery, infant or primary school on or around 05 November 2018.

- 2.3 **Secondary transfer** - parents of children attending Derby schools will receive information on how to submit their application form via their child's primary/junior school at the beginning of Year 6.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance.
- 2.5 Parents can state preferences for any combination of the following schools:
- Community
  - Voluntary Aided
  - Voluntary Controlled
  - Foundation
  - Academy
  - Trust
  - Free
- 2.6 Parents will be invited to state three preferences online for Reception and Junior Transfer and Four for secondary transfer online, on the common application form, or by telephone/textphone to the Local Authority in their rank order and give reasons for those preferred schools. Reasonable adjustments will be made for disabled parents
- 2.7 Parents will apply direct to their home authority.
- 2.8 **Reception intake and junior transfer** - in all cases applications must be received by the closing date of 15 January 2019. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an 'on-time' application being re-classified as a 'late' application.
- 2.9 **Secondary transfer** - in all cases applications must be received by the closing date of 31 October 2018. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a house move fall through – proof will be required. Such changes may result in an 'on-time' application being reclassified as a 'late' application.

### **3 The offer of a place**

- 3.1 **Reception intake and junior transfer** - parents will be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on 16 April 2019. Parents who applied online will also be able to view the decision online on 16 April



2019 by logging into their account. Reasonable adjustments will be made for disabled parents

- 3.2 **Secondary transfer** - parents will be sent a letter by second class post detailing a single offer of a place for admission to a secondary school from Derby City Council on 1 March 2019. Parents who applied online will also be able to view the decision online on 1 March 2019 by logging into their account. Reasonable adjustments will be made for disabled parents

#### **4 Applications outside of the normal admission round**

- 4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at <https://secure.derby.gov.uk/forms/?formid=346>

Reasonable adjustments will be made for disabled parents

- 4.2 Parents will be invited to state three preferences for in rank order on the common application form/e-form.
- 4.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 4.4 The offer of a place at any maintained Derby City school (excluding Free Schools and Landau Forte Secondary College) will be made by Derby City Council on behalf of the admission authority concerned.
- 4.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.

Reasonable adjustments will be made for disabled parents

#### **5 Right of Appeal**

This scheme does not alter the parents' right to appeal\*. Any parent, whose child is refused a school place for which they have applied that is ranked higher than their final offer, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year), and in respect of admissions at other than the normal age (such as a year early or a year late for transfer from infant to junior school). Parents who have missed the normal

deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

\*Except, temporarily, the parent of a child who has been permanently excluded from two schools and where at least one of the exclusions took place since 1 September 1998. This applies to a twice excluded pupil for a period of two years beginning with the date the latest exclusion took place.

## **6 Late applications**

- 6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.
- 6.2 Places will be allocated where no application has been received after those who have made late applications.
- 6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area, or have had a house move fall through for which documentary evidence may be required.

## **7 Waiting lists**

- 7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.
- 7.2 The waiting lists will be established on the offer day will be maintained up to the end of the Autumn Term and ranked according to each admission authority's oversubscription criteria. Lists will then be passed to foundation, trust, academy, free and voluntary aided schools, who may, or may not, continue with the waiting lists. The Local Authority will continue to keep a waiting list for community and voluntary controlled schools throughout the academic year of entry. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642726 from the 15 June each year.
- 7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

## **8 Information required by voluntary aided and free schools**

- 8.1 Voluntary aided and free schools may require additional information which is not contained on the common application form and may relate to the church of which they are a member, or to the religious character of the school.
- 8.2 In addition to the common application form each voluntary aided or free school may have their own supplementary information form for prospective

applicants to complete. Details are provided in the school's own prospectus and these forms are to be returned direct to the schools.

- 8.3 These supplementary forms are **not** application forms for admission to voluntary aided or free schools. The forms will be considered an important part of the admission process as they are **essential** to enable these schools to apply their own criteria. Schools requiring additional information should make it very clear that receipt of such a form does not constitute an application.
- 8.4 Parents who intend to express a preference or preferences for voluntary aided or free schools must follow the procedure set out below:
- (a) **All applications** - obtain a copy of the supplementary information form from the school (s) for which they intend to express a preference on the common application form. Schools may include this form in their prospectus pack;
  - (b) **Reception intake and junior transfer** - complete and return the Common Application Form to Derby City Council by the 15 January 2019; return the supplementary information form(s) to the preferred voluntary aided/free school(s) by 15 January 2019.
  - (c) **Secondary transfer** - complete and return the Common Application Form to Derby City Council by the 31 October 2018; return the supplementary information form(s) to the preferred voluntary aided/free school(s) 31 October 2018.
- 8.5 The supplementary information provided by parents will be used by the school in applying their admission criteria. This information is in addition to the standard information supplied on the Common Application Form.
- 8.6 Where the required supplementary information form is not submitted to the school in support of the Common Application Form, it may affect the consideration of the preference expressed by the governing body of that school.
- 8.7 **The completion and return of the supplementary information form does not guarantee a place at the school.**

## **9 Fraudulent or Misleading Applications.**

- 9.1 All cases potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 9.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or

proof of purchase of the new property, for example a solicitor's letter about the completion of the sale and the exchange of contracts.

- 9.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party
- 9.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.
- 9.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

## **10 Changing Address**

- 10.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.
- 10.2 If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day we will update the address for waiting list purposes if we haven't been able to offer you your preferred school.
- 10.3 If a child changes address after the National Offer Day, and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

## **11 Fair Access Protocol**

- 11.1 All schools within Derby City are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

## **12 Placement of pupils out of their chronological age group**

- 12.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which

year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

- 12.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 12.3 All parents can request that the date their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.
- 12.4 **IMPORTANT** the year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.
- 12.5 **Summer born children** -The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (*A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March and 31 August*). For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.
- 12.6 For summer born children starting school parents can request that their child attends part-time until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. (*All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely*).
- 12.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

- 12.8 **Delayed entry into reception class for summer born children** - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, **they must (unless in exceptional circumstances) apply for a delayed entry during the normal admissions round (05 November 2018 to 15 January 2019) as well as submitting an application for a school place.** It is the admission authority for the school that are required to make the decision based on the individual circumstances of each case.

Factors that will be considered include but not limited to are:-

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class;
- the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school.

In these cases supporting documentation from professionals involved may be required.

- 12.9 Parents are required to submit a request in writing (where possible) for admission into reception rather than year one for the following academic year at the same time, and in addition to submitting their application during the normal admissions round for the child's chronological age group. Reasonable adjustments will be made for disabled parents
- 12.10 Where the admission authority agrees that a child can defer school entry into Reception for the following academic year parents **must** submit a new application during the following normal admissions round.

### **Placement of children above/ below their chronological age group - Secondary**

- 12.11 **Above** - consideration of exceptional circumstances for placement of pupils above their chronological age group may be applied where the pupil demonstrates exceptional intellectual interests, skills and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. \*At a minimum they have achieved exceptional levels in *all* areas of the National Curriculum.
- 12.12 **Below** - a child ceases to be of compulsory school age on the last Friday of June in the year they become 16. If a child is educated outside their normal

age group (i.e. is in year 10 when this date is reached) the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children will take their GCSE examinations.

- 12.13 **Secondary Transfer** – it will be for the admissions authority of the secondary school to decide whether to admit the child out of their normal age group
- 12.14 **Next Steps** -The local authority and head teacher of the school concerned should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with Special Educational Needs it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.
- 12.15 For children with a Statement of Special Educational Needs (SEN) or and Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP.

\*Supporting documentation from professionals involved may be required

### **13 Further information on School Admissions**

- 13.1 **School Leaving Age** the government has changed the law so that all young people are required to continue in education or training until the end of the academic year in which they will turn 18. Young people will have a choice about how they do this. It could be through full time education in school or college, an apprenticeship or full time employment combined with part time education. The school leaving age (referred to in paragraph 11.12) will remain the same.
- 13.2 Derby City Council, Children and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 642724 minicom 01332 640666 Email: [Admissions@derby.gov.uk](mailto:Admissions@derby.gov.uk)
- 13.3 Visit the website at [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps) or [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) to access further information, useful forms and the Admissions Handbooks.
- 13.4 The School Admissions Code 2014  
<http://webarchive.nationalarchives.gov.uk/20130401151715/https://www.education.gov.uk/publications/eOrderingDownload/DFE-00013-2012.pdf>
- 13.5 The School Admission Appeals Code 2012  
<http://www.education.gov.uk/aboutdfe/statutory/g00213244/school-admission-appeals-code-2012>
- 13.6 DfE advice on the admission of summer born children  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

**NB:** Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.

## **Annex 1**

### **Admissions Arrangements**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or



EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area.
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

**Tie-breaker** When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2019/20 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) or [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

**Closing dates for applications:** 31 October 2018 (Secondary)  
15 January 2019 (Primary)

## Littleover Community School - Applying for places at Sixth Form

Littleover Community School Sixth Form offers a wide range of AS and A Level courses. We aim to recruit approximately 175 students into Year 12 and we welcome applications from other schools. In a typical year approximately 60 students will be from schools other than Littleover Community School and all applications are considered on an equal basis.

Applications should be made via our written application forms that are available from the school or to download from the school website. Applications open after the Sixth Form Open Evening in mid-November and close at the end of the first week in December.

The minimum entry criteria for Littleover Community School Sixth Form is Maths and English Language graded 5 or above and at least 3 other GCSE's graded C or above. However, the vast majority of students who receive offers will achieve 8 or more A\*-C/9-5 grades with A\*-B/9-6 in the subjects they wish to study at A Level.

Where students plan to study subjects that they have not studied at GCSE level it is expected that they achieve grade A\*-B/9-6 in subjects that have a similar skills set.

Students wishing to study Further Maths must have an 8 or 9 in GCSE Maths and students wishing to study Maths must be graded 7-9 in GCSE Maths.

More details of courses offered and the application process are available from the Sixth Form section of the school website where a PDF version of our full prospectus is available. See link below.

<http://www.littleover.derby.sch.uk/sixthform.php>

You can get more information on how the new GCSE grading system works at

<http://www.aqa.org.uk/about-us/supporting-education/policy/gcse-and-a-level-changes/structure-of-new-gcses/9-1>

## Over Subscription Criteria

The school aims to offer a place to all students who meet the academic entrance criteria. However should this not be possible due to the number of applications meeting the criteria exceeding capacity, priority will be given to looked after students or students who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after student is a student who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

**Tie-breaker** When choices have to be made between students satisfying the same criteria, students living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points. If two measurements are the same priority will be given to the student living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the student.

### Definition of an unplaced child

If an application is received for a child outside the normal admission round first priority will be given within categories 1 -7 to pupils who have not been on a City roll during the academic year of application, and must meet one of the following criteria:

- a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are carers;
- e) Children who are homeless;
- f) Children with unsupportive family backgrounds for whom a place has not been sought and;
- g) Children with Special Educational Needs, impairments or medical conditions but do not have a Statement of Special Educational Need.

### Note:

A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round, or is able to offer a school place within a reasonable distance outside of the normal admissions round.

## Published Admission Numbers (PAN's) 2017-2018

Schools	Published Admission Number	Number of Nursery places
Alvaston Infant and Nursery	90	26
Alvaston Community Junior – Enhanced Resource School	90	
Arboretum Primary	75	39
Ash Croft Primary	40	
Ashgate Primary	45	
Asterdale Primary	30	26
Beaufort Community Primary	60	52
Becket Primary	30	26
Borrow Wood Primary	60	26
Brackensdale Infant – Enhanced Resource School	60	26
Brackensdale Junior - Enhanced Resource School	60	
Breadsall Hill Top Primary	75	26
Brookfield Primary	30	15
Carlyle Infant	60	26
Cavendish Close Infant	90	39
Cavendish Close Junior	90	
Chaddesden Park Primary	60	26
Chellaston Infant	120	
Cherry Tree Hill	90	26
Cottons Farm Primary	20	26
Dale Community Primary	75 KS1 / 81 KS2	
Derwent Community	45	39
Firs Estate Primary School	50	39
Gayton Community Junior	90	
Griffe Field Primary	60	26
Hardwick Primary	60 KS1 / 90 KS2	30
Homefields Primary	45	26
Lakeside Community Primary	90	52
Lawn Primary	60	
Littleover Community School	295	
Markeaton Primary – Enhanced Resource School	60	
Meadow Farm Community Primary	30	26
Mickleover Primary	60	
Oakwood Infant	90	39
Oakwood Junior	90	
Osmaston Primary	90	52
Parkview Primary	30	26
Pear Tree Infant	90	
Pear Tree Community Junior	90	
Portway Infant	90	
Portway Junior	90	
Ravensdale Infant	90	30
Ravensdale Junior	90	
Redwood Primary	90	50
Reigate Primary – Enhanced Resource School	60	26
Ridgeway Infant	90	
Roe Farm Primary	60	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	60	
Springfield Primary	45	
St Chad's Church of England (Controlled) Nursery and Infant	40	39
Village Primary	90	39
Wren Park Primary	54	

Our [Schools Accessibility Strategy](#) has a link to our School's Access Audit information on access for disabled people in schools

## Annex 4

### Derby City Co-ordinated Admissions Scheme – Intake Timetable 2019-2020

Action	Primary	Secondary
Applications available from	05 November 2018	09 September 2018
Closing date for applications	15 January 2019	31 October 2018
Application exchange with other local authorities	23 January 2019	15 November 2018
Confirmation to own admission authority schools of all applications available	15 February 2019	28 November 2018
Own admissions authority schools confirmed ranking completed	06 March 2019	16 December 2018
1 <sup>st</sup> offer exchange with other local authorities	13 March 2019	06 January 2019
Final offer exchange with other local authorities	27 March 2019	10 February 2019
Allocations complete	04 April 2019	17 February 2019
National Offer date	17 April 2019	01 March 2019
Closing date for appeals	23 May 2019	29 March 2019
Community and Voluntary Controlled schools waiting list maintained until	16 June 2019	16 June 2019

School Holidays	Bank Holidays
School Starts 07 September 2016	25.12.2016, 26.12.2016 (27.12.2016 – substitute Bank Holiday for Christmas Day)
Monday 24.10.2016 – Friday 28.10.2016	01.01.2017 (02.01.2017 Substitute Bank Holiday for New Year's Day)
Wednesday 21.12.2016 – Tuesday 03.01.2017	Friday 14.04.2017, Monday 17.04.2017
Monday 13.02.2017 – Friday 17.02.2017	Monday 01.05.2017
Monday 10.04.2017 – Friday 21.07.2017	Monday 29.05.2017
Monday 29.05.2017 – Friday 02.06.2017 (School closes Wednesday 26.07.2017)	Monday 28.08.2017

## Annex 5

### Derby City Council – School Admission Appeals Timetable 2019-2020

#### Secondary School Appeals

##### Secondary School Appeals

Action	Date
National Offer date for Secondary Schools	Friday 01 March 2019
Closing date for Littleover Community School Appeals, Derby Moor Community School Appeals and The Bemrose School (Secondary) Appeals  NB: for details of appeal closing dates for all other secondary schools please contact the school directly	Wednesday 23 April 2019
Littleover Community School Stage 1 Presentation	Tuesday 07 May 2019
Littleover Community School Stage 2 appeals	Tuesday 07 May 2019 – Friday 10 May 2019
Derby Moor Community Sports College Stage 1 Presentation	Monday 20 May 2019
Derby Moor Community Sports College Stage 2 appeals	Monday 20 May 2019 – Friday 24 May 2019
The Bemrose School (Secondary) Stage 1 presentation	Week Commencing 13 May 2019
The Bemrose School (Secondary) stage 2 appeals	Week Commencing 13 May 2019

##### Primary School Appeals

Action	Date
National offer date for all Infant/Junior and Primary Schools	Tuesday 16 April 2019
Closing date for all Infant, Junior and Primary school appeals for Community or Voluntary Controlled Schools.  NB: for details of appeal closure dates for Academies, Foundation Schools or Voluntary Aided Schools please contact the school directly	Wednesday 05 June 2019
Infant/Junior and Primary School appeal hearing dates for Community or Voluntary Controlled Schools.  NB: for details of appeal dates for Academies,	Thursday 20 June 2019 Friday 21 June 2019 W/C 24 June 2019 W/C 01 July 2019 W/C 08 July 2019

Foundation Schools or Voluntary Aided Schools please contact the school directly	W/C 15 July 2019 Monday 22 July – Wednesday 24 July 2019
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We can give you this information in any other way, style or language that will help you access it. Please contact us on: 01332  
Minicom: 01332 640666

### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt:

Tel. tekstowy: 01332 640666

### Punjabi

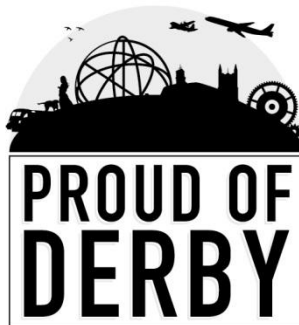
ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ ਮਿਨੀਕਮ 01332 640666 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

### Slovakian

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Skontaktujte nás prosím na tel.č: Minicom 01332 640666

### Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم منی کام 01332 640666 پر ہم سے رابطہ کریں۔



Derby City Council