



Admission Arrangements for Schools 2013 - 2014

SUMMARY

- 1.1 The Council, as an education authority, must each year consult on and then determine its school admission arrangements for community and voluntary controlled schools. These are then used to decide the allocation of school places.
- 1.2 For the school year 2013 – 2014, the necessary consultation must have taken place by 1 March 2012 and a decision must be taken on the proposed arrangements by 15 April 2012.
- 1.3 This report details the consultation that has taken place, and recommends the admission arrangements set out in Appendix 2 & Appendix 3.
- 1.4 The report also deals with
 - ❖ The issue of whether to retain an Admissions Forum for Derby to advise on admission arrangements (see paras 4.4 to 4.7)
 - ❖ Revised and more robust residency arrangements for school catchment areas (paras 4.8 & 4.9).
 - ❖ The proposal to withdraw the Council's protocol on infant class sizes and looked after children (paras 4.10).

RECOMMENDATION

- 2.1 To approve the admission arrangements for infants and juniors and primary schools for 2013 – 2014 in Appendix 2.
- 2.2 To approve the admission arrangements for secondary schools for 2013 – 14 in Appendix 3.
- 2.3 To agree to retain the Admissions Forum.
- 2.4 To agree the revised arrangements to determine residency within a schools catchment area set out in Appendix 4.
- 2.5 To approve the withdrawal of the Council's protocol relating to infant class size and looked after children at Appendix 5, in view of government changes to the School Admissions Code.

REASONS FOR RECOMMENDATION

- 3.1 To ensure compliance with the mandatory requirements of the School Admissions Code, School Admission Appeals Code, relevant legislation and regulations.
- 3.2 To ensure that fairness, equity and transparency is retained for parents/carers when applying for all school places in all year groups.

SUPPORTING INFORMATION

School Admission Arrangements

- 4.1 Each Education Authority must produce, consult on and adopt admission arrangements for community and voluntary controlled schools.
- 4.2 Derby's proposed arrangements as detailed in Appendix 2 were consulted on during the period 01 December 2011 to 01 March 2012 with the following groups and partners:-
 - ❖ Derby's Admission Forum
 - ❖ Diocese of Nottingham Education Service
 - ❖ Church of England Diocesan Board
 - ❖ Parents
 - ❖ Community groups
 - ❖ Derby's own admissions authorities schools (including Academies)
 - ❖ Derbyshire County Council.
- 4.3 No responses or concerns have been raised to the proposed admission arrangements. The new arrangements have to be approved by 15 April 2012.

Admission Forums

- 4.4 The Admission arrangements have to be fair, clear and objective and to achieve these requirements, the previous Government made it obligatory for Education Authorities to set up Admissions Forums.
- 4.5 The Admission Forum in Derby consists of:
 - Five Councillors
 - Three Community and Voluntary Controlled School representatives
 - Two Foundation School representatives
 - One Voluntary Aided School representative
 - One Church of England Diocesan representative
 - One Roman Catholic Diocesan representative
 - Two Parent Governor representatives
 - One Charitable Trust representative

- 4.6 New statutory regulations, which came into force on 1 Feb 2012, have now removed the requirement for such forums but they can be retained if the Education Authority wishes to.
- 4.7 Our recommendation is that we should retain the forum as a consultative body to ensure that our determined admission arrangements comply with the mandatory provisions of the School Admissions Code, and to ensure that any non mandatory arrangements are fair, equitable, transparent and reflect local issues.

Residency Requirements

- 4.8 Within the Admission Arrangements are residency requirements about living in the school catchment area. However, a review of these arrangements has indicated they are no longer as effective as they should be.
- 4.9 We have therefore looked at introducing stricter and more robust residency requirements. These are set out in Appendix 3 and have been previously sanctioned by the Schools Adjudicator in relation to another Local Authority's admission arrangements. The Schools Adjudicator is appointed by the Secretary of State as an independent officer to investigate and decide upon any objection/complaint to published admission arrangements.

Protocol on Infant School Size

- 4.10 The Council currently has a protocol relating to infant class size and looked after children. See Appendix 4. This has also been reviewed following the introduction of the new School Admission Regulations, Schools Admissions Appeals Codes and the view has been taken that the protocol should be withdrawn as it no longer serves a useful purpose and is probably unlawful as it fetters the discretion of the Authority to admit a looked after child into an infant class above 30 as an 'excepted' child.

OTHER OPTIONS CONSIDERED

- 5.1 None arising from this report

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Service Director(s) Other(s)	Robin Constable & Stuart Leslie Alison Parkin Linzi Spargo Rita Silvester Gurmail Nizzer
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For more information contact: Background papers: List of appendices:	Name Diane Whitehead 01332 642724 e-mail diane.whitehead@ derby.gov.uk None Appendix 1 – Implications Appendix 2 – Proposed Admission Arrangements for infant, junior and primary Appendix 3 – Proposed Admission Arrangements for secondary schools. Appendix 4 – Revised arrangements to determine residency Appendix 5 – Previous Protocol relating to infant size class and looked after children
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IMPLICATIONS

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 limits result in changes to actual numbers.

Legal

- 2.1 The procedure for consulting upon and determining admission arrangements, notification, publication, variation and alteration of them was detailed in the School Admissions (Admission Arrangements) (England) Regulations 2008. These were revoked by the School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements) (England) Regulations, which came into force on 1 February 2012. Until that date the 2008 regulations applied.

Personnel

- 3.1 There is no direct impact upon personnel issues arising from this report.

Equalities Impact

- 4.1 There is no direct impact upon equality issues arising from this report. The Code of Practice requires that all applications are dealt with fairly and equitably in accordance with the relevant legislation.

Health and Safety

- 5.1 The Co-ordinated Admissions Scheme is aimed at ensuring every child receives a single offer of a school place.

Carbon commitment

- 6.1 None arising from this report

Value for money

- 7.1 None arising from this report.

Corporate objectives and priorities for change

- 8.1 To ensure that all parents who need support know where to turn to and benefit from

a range of appropriate and accessible services

8.2 To ensure the physical, emotional well-being and safe choices.

**DERBY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR PUPILS TO
INFANT, JUNIOR AND PRIMARY SCHOOLS
2013 - 2014**

CONTENTS

1. Introduction
2. Applying for a school place
3. Procedure
4. The offer of a place
5. Applications outside the normal admissions round
6. Right of appeal
7. Late applications
8. Waiting lists
9. Information required by voluntary aided schools
10. Fraudulent or Misleading Applications

1. Introduction

- 1.1 This scheme for admission to infant, junior and primary 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 same day. 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 to community and voluntary controlled schools 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 schools and academies in the city, 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 an infant, junior or primary school during the normal admissions round. 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 offer of a single place to a parent in the normal admission round will be made on 16 April 2013. If the offer day falls on a non working day, the offers will be posted the next working day by second class post. Parents who applied on line will also be able to view the offer online on 16 April 2013.
- 1.6 The scheme for infant and junior transfer admission arrangements will not affect the duty of the governing bodies of Academies, voluntary aided, trust and foundation schools to set and apply their own admission arrangements.
- 1.7 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 infant, junior or primary school must be made online, or using the common application form, or by telephone to the Local Authority.
- 2.2 Parents of children attending Derby schools will receive information on how to make their application form via their child's nursery, infant or primary school on or around 09 November 2012.
- 2.3 All applications outside the normal admission round from Derby residents for admission to any infant, junior or primary school must be made on the common application form.
- 2.4 Parents who reside outside Derby should request information on how to make an application from their home authority.

- 2.5 Parents can state preferences for any combination of the following schools:
- Community
 - Voluntary Aided
 - Voluntary Controlled
 - Foundation
 - Academy
 - Trust
- 2.6 Parents will be invited to state three preferences online, on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.
- 2.7 Parents will apply and/or return the common application form direct to their home authority.
- 2.8 In all cases applications must be received by the closing date of 15 January 2013. 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 will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order of their ranking / schools changes.

3 Procedure

- 3.1 By 18 February 2013 Derby City Council will send to other Derby admission authorities and other local authorities responsible for admission to any school stated on application details of the applicants for their schools.
- 3.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 3.3 By 19 March 2013 Derby City Council will aim to:
- (a) have completed a list of provisional offers for community and voluntary controlled schools.
 - (b) have received from Academies, Voluntary Aided, Trust, Academy and Foundation schools a list of children who can be offered a place at their school and those not offered a place in rank order.
- 3.4 by the 30 March 2013 Derby City Council will:
- (a) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer made to the parent.
- and

- (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.

- (b) inform any other Derby admission authorities and other LAs of those provisional offers which are to be confirmed or not confirmed.

- 3.5 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which have spare places or insufficient places.

For under-subscribed schools all preferences will have been met irrespective of their ranking.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken. This cycle will continue until all places for which there are preferences have been allocated.

- 3.6 Where Derby City Council cannot make a single offer for any of the preferences expressed by a parent resident in Derby, a place will be allocated to the child at the nearest infant, junior or primary school, starting with their catchment area school, with places available, to their place of residence.
- 3.7 By 30 March 2013 Derby City Council will inform Derbyshire County Council and any other Local Authority of any provisional offers for parents resident in their authority.

4 The offer of a place

- 4.1 Parents will be sent by second class post a single offer of a place for admission to a Derby secondary school from Derby City Council on 16 April 2013 or the next working day if this falls on a weekend.
- 4.2 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.

5 Applications outside of the normal admission round

- 5.1 All applications for admission to a maintained Derby infant, junior or primary school outside the normal admission round must be made on the common application form.
- 5.2 Parents will be invited to state three preferences for in rank order on the common application form.
- 5.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 5.4 The offer of a place at any Derby City school will be made by Derby City Council on behalf of the admission authority concerned.

- 5.5 Applicants will be issued with a decision letter from Derby City Council within 20 school days of their application being submitted.

6 Right of Appeal

This process 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. Lower ranked applications will be withdrawn. 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.

7 Late applications

- 7.1 Late applications submitted in the normal admission round will be considered after all other provisional offers have been determined.
- 7.2 Places will be allocated where no application has been received after those who have made late applications.
- 7.3 Parents will not be allowed to change their preferences after the closing date, unless they have a genuine reason for doing so, such as changing address.

8 Waiting lists

- 8.1 Derby City Council will establish a waiting list for each infant, junior and primary 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.
- 8.2 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 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 aided schools throughout the academic year of entry.
- 8.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

9 Information required by voluntary aided schools

- 9.1 Voluntary aided 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.

- 9.2 In additional to the common application form each voluntary aided, school may have their own supporting 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.
- 9.3 These supplementary forms are **not** application forms for admission to, voluntary aided school. The forms will be labelled as 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.
- 9.4 Parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
- (a) obtain a copy of the additional information form from the voluntary aided 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) complete and return the common application form to Derby City Council by the 15 January 2013;
 - (c) return the additional information form(s) to the preferred voluntary aided school(s) by 15 January 2013.
- 9.5 The supporting information provided by parents will be used by the school in applying their admission criteria. This information would be over and above the standard information supplied on the common application form.
- 9.6 Where the required additional information sheet 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.
- 9.7 **The completion and return of the additional information form does not guarantee a place at the school.**

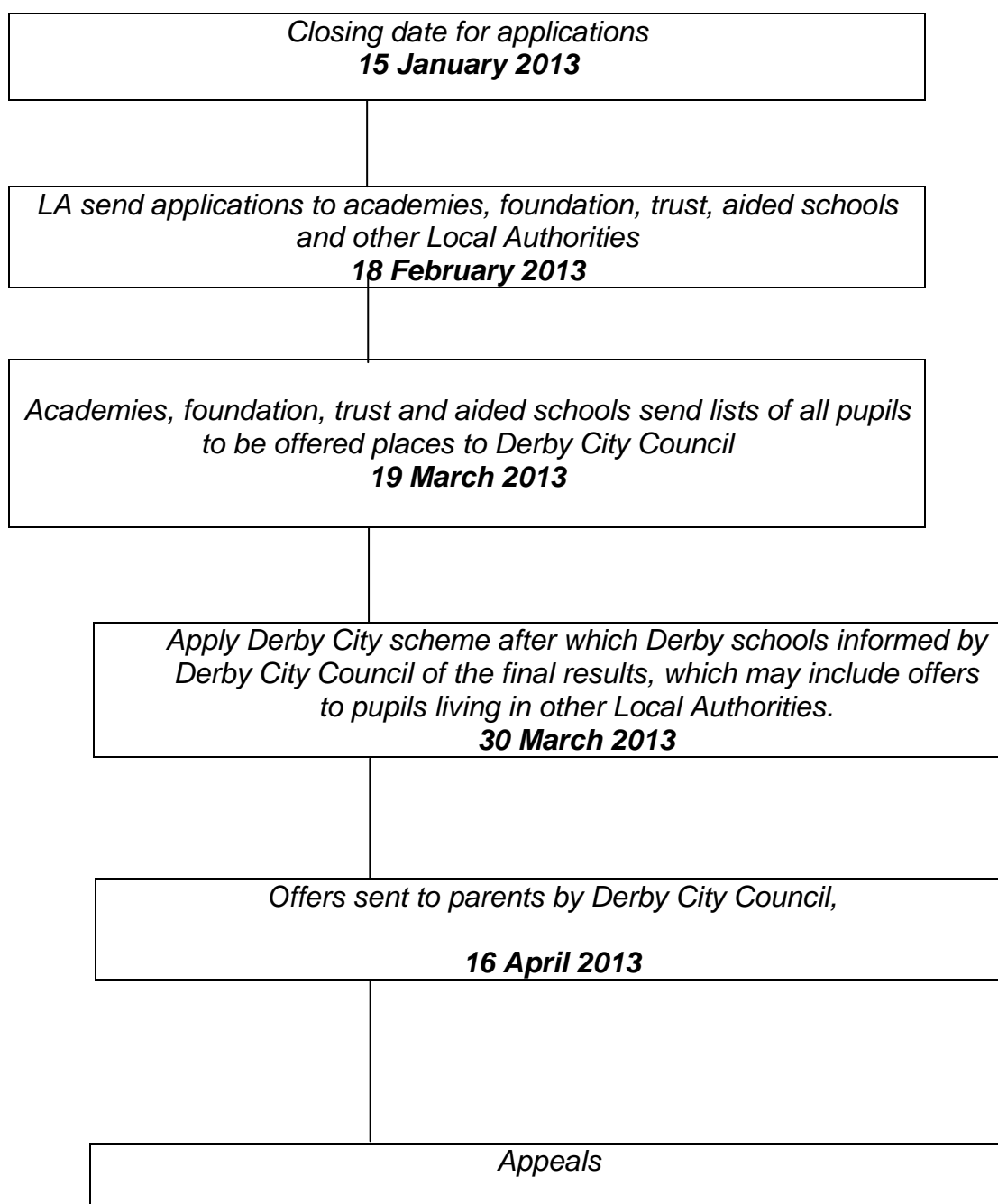
10 Fraudulent or Misleading Applications.

- 10.1 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, the residency will be calculated using the furthest point to the city boundary from the school applied for.
- 10.2 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.
- 10.3 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 will **not** be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party

- 10.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence
- 10.5 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly, will have the place 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.

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: PROVISIONAL TIMETABLE FOR INFANT, JUNIOR AND PRIMARY
ADMISSIONS FOR SEPTEMBER 2013**



DERBY CITY SCHEME FOR THE ADMISSION ARRANGEMENTS FOR
PUPILS TO SECONDARY SCHOOLS
2013 - 2014

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10. Fraudulent or Misleading Applications
11. Fair Access Protocol
12. Entry into Sixth Form

1. Introduction

- 1.1 This scheme for admission to secondary school 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 same day. 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 to community and voluntary controlled schools 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 schools and academies in the city, 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 secondary school during the normal admissions round. 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 offer of a single place to a parent in the normal admission round will be made on 01 March 2013 – National Offer Date. If the 01 March falls on a non working day, the offers will be posted the next working day by second class post. Parents who applied on line will also be able to view the offer online on 01 March 2013.
- 1.6 The scheme for secondary transfer admission arrangements will not affect the duty of the governing bodies of Academies, Voluntary Aided, Trust and Foundation schools to set and apply their own admission arrangements.
- 1.7 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 secondary school must be made online, or using the common application form, or by telephone to the Local Authority.
- 2.2 Parents of children attending Derby schools will receive information on how to make their application form via their child's primary school at the beginning of Year 6.
- 2.3 Parents who reside outside Derby should request information on how to make an application from their home authority.
- 2.4 Parents can state preferences for any combination of the following schools:
 - Community
 - Voluntary Aided

- Foundation
- Academy
- Trust

- 2.5 Parents will be invited to state three preferences online, on the common application form, or by telephone to the Local Authority in their rank order and give reasons for those preferred schools.
- 2.6 Parents will apply direct to their home authority.
- 2.7 In all cases applications must be received by the closing date of 31 October 2012. 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 will result in an ‘on-time’ application being reclassified as a ‘late’ application if the order of their ranking / schools changes.

3 Procedure

- 3.1 By 21 November 2012 Derby City Council will send to other Derby admission authorities and other local authorities responsible for admission to any school stated on application details of the applicants for their schools.
- 3.2 The respective admission authorities will apply their published admission criteria to all applicants. Where a preference meets the criteria for a school the child becomes eligible for a provisional offer, subject to admission limits.
- 3.3 By 12 December 2012 Derby City Council will aim to:
- (a) have completed a list of provisional offers for community schools.
 - (b) have received from Academies, Voluntary Aided, Trust, Academies and Foundation schools a list of children who can be offered a place at their school and those not offered a place in rank order.
- 3.4 by the 22 January 2013 Derby City Council will:
- (a) make determinations on which provisional offers will be made using the following process:
 - (i) Where there is only one provisional offer that will be the offer made to the parent.
 - and
 - (ii) Where there are two or more provisional offers, the ranking of the expressed preferences on the common application form will be used to determine which of those provisional offers becomes the single offer of a place.
 - (b) inform any other Derby admission authorities and other LAs of those provisional offers which are to be confirmed or not confirmed.

- 3.5 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which have spare places or insufficient places.

For under-subscribed schools all preferences will have been met irrespective of their ranking.

In order to complete the allocations to these schools a second cycle of the procedure will be undertaken. This cycle will continue until all places for which there are preferences have been allocated.

- 3.6 Where Derby City Council cannot make a single offer for any of the preferences expressed by a parent resident in Derby, a place will be allocated to the child at the nearest Derby secondary school, starting with their catchment area school, with places available, to their place of residence.
- 3.7 By the 11 February 2013 Derby City Council will inform Derbyshire County Council and any other Local Authority of any provisional offers for parents resident in their authority.

4 The offer of a place

- 4.1 Parents will be sent by second class post a single offer of a place for admission to a Derby secondary school from Derby City Council on 1 March or the next working day if this falls on a weekend.
- 4.2 In the absence of full inter local authority co-ordination it is recognised that Derby parents may receive additional offers from admission authorities outside of Derby and parents who reside in other local authorities may also receive multiple offers. Having inter local authority co-ordination is aimed to reduce, if not eliminate the possibility of parents receiving more than one offer of a school place.

5 Applications outside of the normal admission round

- 5.1 All applications for admission to a maintained Derby secondary school outside the normal admission round must be made on the common application form.
- 5.2 Parents will be invited to state up to three preferences in rank order on the common application form.
- 5.3 All admission authorities will be asked to consider the applications against their own oversubscription criteria.
- 5.4 The offer of a place at any Derby City school will be made by Derby City Council on behalf of the admission authority concerned.

6 Right of Appeal

This process 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. Lower ranked applications will be withdrawn. 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.

7 Late applications

- 7.1 Late applications submitted in the normal admission round will be considered after all other provisional offers have been determined.
- 7.2 Places will be allocated where no application has been received after those who have made late applications.

8 Waiting lists

- 8.1 Derby City Council will establish a waiting list for each secondary 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.
- 8.2 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 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 aided schools throughout the academic year of entry.
- 8.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

9 Information required by Voluntary Aided schools

- 9.1 Voluntary aided 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.
- 9.2 In addition to the common application form each voluntary aided, school may have their own supporting 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.

9.3 These supplementary forms are **not** application forms for admission to, voluntary aided school. The forms will be labelled as 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.

9.4 Parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:

- (a) obtain a copy of the additional information form from the voluntary aided 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) complete and return the common application form to Derby City Council by the 31 October 2012;
- (c) return the additional information form(s) to the preferred voluntary aided school(s) by 31 October 2012.

9.5 The supporting information provided by parents will be used by the school in applying their admission criteria. This information would be over and above the standard information supplied on the common application form.

9.6 Where the required additional information sheet 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.

9.7 **The completion and return of the additional information form does not guarantee a place at the school.**

10 Fraudulent or Misleading Applications.

10.1 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, the residency will be calculated using the furthest point to the city boundary from the school applied for.

10.2 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.

10.3 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 will **not** be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party

10.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence

10.5 Those found to have made a fraudulent or misleading application will have their offer withdrawn and application cancelled. If a child has started a school and it then

transpires that the place was gained fraudulently or misleadingly, will have the place 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.

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.

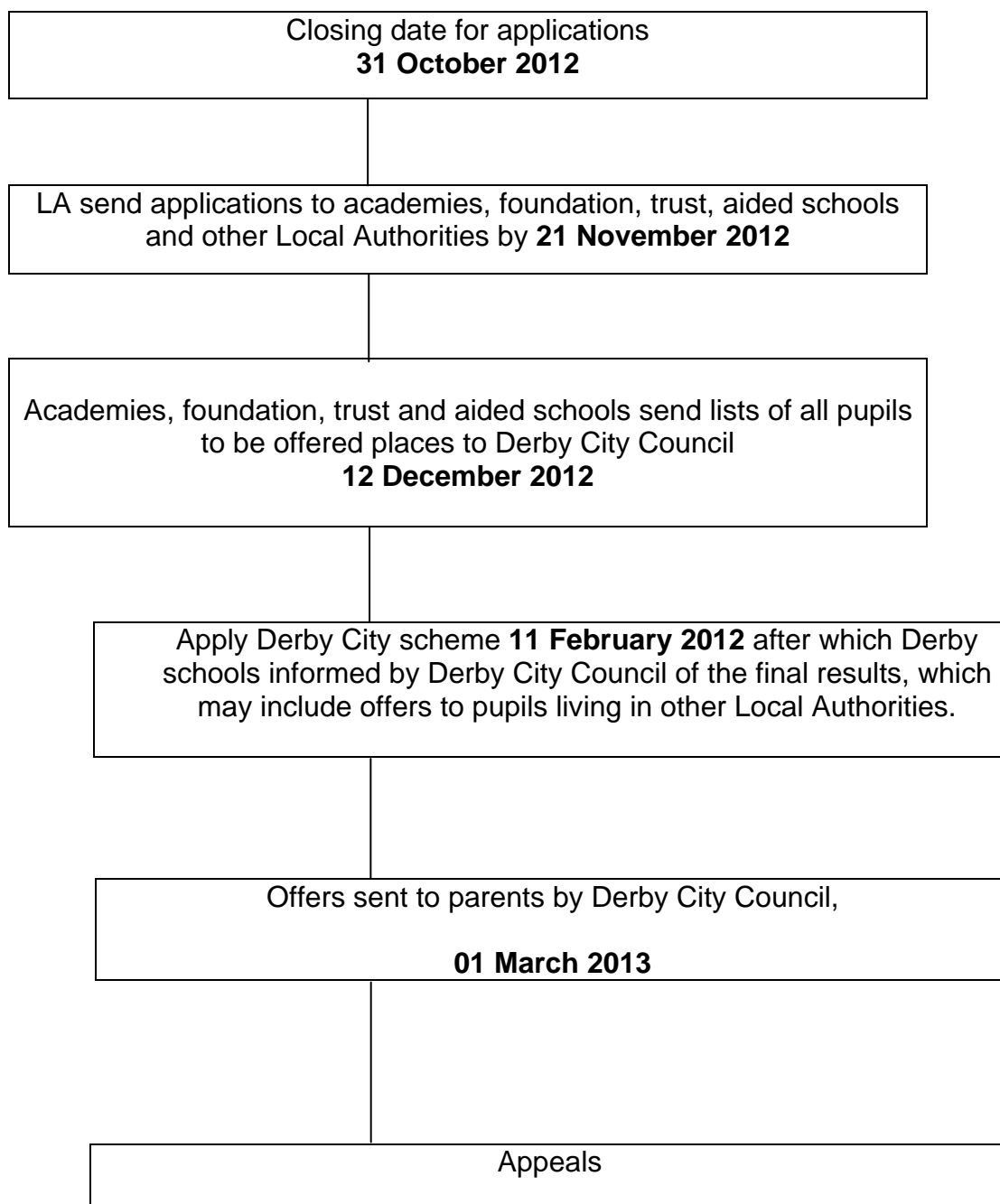
12. Entry into Sixth Form – The Millennium Centre

- 12.1 Students will be expected to achieve 'higher grades' (A*-C) **in at least five different GCSE subjects**, including English and Mathematics. The majority of our students will achieve 8 or more higher grades.
- 12.2 If a student wishes to study Mathematics at AS, the minimum entry grade requirement is grade B in GCSE Maths.
- 12.3 If a student wishes to study Further Mathematics, a grade A* in GCSE Maths is essential.
- 12.4 If a student wishes to study Biology, Chemistry, Geology or Physics at AS, the minimum entry grade requirement is grade B in two GCSE Science subjects, either separate sciences (Physics, Chemistry, Biology, with at least grade B in the subject concerned) or Year 10 Core Science and Year 11 Additional Science. Additional Applied Science does not provide an adequate preparation for A level sciences.
- 12.5 Students will need to achieve at least a GCSE grade B in any other subjects they wish to study at AS. However, if they have not studied the subject at GCSE, then this will be discussed at the guidance interview. For example, a student wishing to study Sociology or Psychology would be expected to have a GCSE grade B or above in English.
- 12.6 Details of how to make an application can be obtained direct from the Millennium Centre or at <http://www.millennium.derby.sch.uk/news.php#applications2012>

Note: the link is a guide only as it refers to admission in 2012

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.

PROVISIONAL TIMETABLE FOR SECONDARY ADMISSIONS FOR SEPTEMBER 2013



The oversubscription criteria are as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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 at the time of admission.
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.

In categories 2 to 7, 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. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit. In category 8, places will be allocated in the same order of priority as for categories 2 to 7. Where children in category 8 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line, as outlined above.

First priority outside the normal admission round within categories 2 to 8 will be to pupils who have not been on a city school roll during the academic year of application. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

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 2013/14 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 or www.derby.gov.uk/primapps

Pupils who have a statement of special educational needs, which the Local Authority considers can best be met in a particular school, will be given priority over all others. The over-subscription criteria do not apply to statemented children

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 date for applications: 31 October 2012 at 5 pm (Secondary)
15 January 2013 at 5 pm (Primary)

** Documentation evidence may be required

School	Published Admission Number 13/14	Number of Nursery Places
Allenton Community Primary	52	
Alvaston Infant and Nursery	90	26
Alvaston Community Junior – Enhanced Resource School	90	
Arboretum Primary	45	39
Ash Croft Primary	40	
Ashgate Primary	45	
Asterdale Primary	30	26
Beaufort Community Primary	45	52
Becket Primary	30	26
Borrow Wood Primary	60	26
Boulton Primary	45	52
Brackensdale Infant – Enhanced Resource School	60	26
Brackensdale Junior - Enhanced Resource School	60	
Breadsall Hill Top Infant	60	26
Breadsall Hill Top Junior	60	
Brookfield Primary	30	15
Carlyle Infant	60	26
Cavendish Close Infant	90	39
Cavendish Close Junior	90	
Chaddesden Park Infant	60	26
Chaddesden Park Junior	60	
Chellaston Infant	120	
Cherry Tree Hill Primary	65	26
Dale Community Primary	75 KS1 / 81 KS2	
Derwent Community	30	39
Firs Estate Primary	45	39
Gayton Community Junior	90	
Grampian Primary	30	26
Griffe Field Primary	60	26
Hardwick Primary	60 KS1 / 90 KS2	30
Homefields Primary	45	26
Lakeside Community Primary	50	52
Lawn Primary	60	
Littleover Community School	265	
Markeaton Primary – Enhanced Resource School	45	
Meadow Farm Community Primary	30	26
Mickleover Primary	55	
Moorhead Primary	40	
Oakwood Infant	90	39
Oakwood Junior	90	
Osmaston Primary	60	52
Parkview Primary	30	26
Pear Tree Infant	90	
Pear Tree Community Junior	90	
Portway Infant	80	
Portway Junior	80	
Ravensdale Infant	90	30
Ravensdale Junior	90	
Redwood Primary	75	50
Reigate Primary – Enhanced Resource School	60	26
Ridgeway Infant	90	
Roe Farm Primary	45	52
Rosehill Infant and Nursery	50	39
Shelton Infant	70	26
Silverhill Primary	52	
Sinfin Primary	20	26
Springfield Primary	30	
St Chad's Church of England (Controlled) Nursery and Infant	40	39
Village Primary	75	39
Wren Park Primary	54	

Admission limits at some schools may need to be reviewed as part of any change in admissions status, or in relation to the Primary Capital Programme and area reviews.

Revised arrangements to determine residency

All cases of potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address, the residency will be calculated using the furthest point to the city boundary from the school applied for.

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.

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 will **not** be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party

If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence

Those found to have made a fraudulent or misleading application, they will have their offer withdrawn and application cancelled. If a child has started a school and it then transpires that the place was gained fraudulently or misleadingly, they will have the place 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.

Previous protocol on infant class size and looked after children to be withdrawn in government changes to the new code

Power to Direct Admissions for CLA Pupils.

Background

The Code of Practice on School Admissions will be in force from 28 February 2007. The Education and Inspections Act 2006 is incorporated into the code, which allows local authorities the power to direct CLA pupils to any school in England that is best suited to the child's needs. Before giving a direction, the local authority must consult the admission authority for the school they propose to direct. The admission authority has 7 days to inform the local authority if it is willing to admit the child without being directed to do so.

If, following consultation, the local authority decides to issue the direction, it must first inform the admission authority, the governing body and the head teacher, and, if the school is in another local authority area, the maintaining local authority. An admission authority has 7 days in which to refer the case to the Adjudicator, who may either uphold the direction, or, if the local authority that looks after the child agrees, determine that another school must admit the child. The Adjudicator's decision is binding.

Local authorities are not able to direct an Academy, but they can ask them to admit a child even if the Academy is full. Should the Academy disagree with the local authority's reasoning and refuse to admit the child, the case can be referred to the Secretary of State, who will seek advice from the Adjudicator in reaching his decision.

Protocol

Derby City Council would only direct the normal area school, or one that is identified in a Care Plan. In order for another school to be directed, there must be a sibling of compulsory school age attending the preferred school – this would include foster siblings.

If the normal area school has Infant Class sizes at 30, and Infant Class Size prejudice exists, only Year 2 and above will be considered for their normal area school. Reception and Year 1 applications will be refused and alternative schools discussed.

Only the Admissions Team can direct a school to admit.

Should a child Looked After by another Local Authority reside in Derby City and that Local Authority decides to direct a school in Derby City, the direction will be complied with unless the school can show 'serious prejudice' to the efficient education or the efficient use of resources.