

Model Village Primary School Student Admissions Policy

TEAM Education Trust



Approved by:	Trust Board	Date:
Last reviewed on:	22 November 2024	
Next review due by:	December 2025	
List of associated policies/documents:	School Admissions Statement (Appendix)	
NOTE - Changes to this policy will require Parent Consultation, and this policy must be consulted upon every 7 years if no changes have been made in the interim		

Version History

Version	Date	Detail	Author
1	22.11.24	New policy, to replace TEAM Student Admissions Policy	NRE/RWA

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school,
- Set out the school's arrangements for allocating places to the pupils who apply,
- Explain how to appeal against a decision not to offer your child a place.

2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#) 2021
- [School Admission Appeals Code](#) 2022

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our Funding Agreement and Articles of Association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children, as defined in Section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014) or,
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

<https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/primary-infant-and-junior-school-admissions.aspx>

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for Admission Outside the Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group. We will follow our Local Authority process for requesting admissions outside of the normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Principal and senior leaders.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in the LA policy

(<https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/parents-guide-to-primary-admissions.aspx>), including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of Places

6.1 Published admission number (PAN)

The school has published the following admission numbers:

- Mini-Models 2+ years – 20 children (10 in the AM session, 10 in the PM session)
- Nursery 3+ years – 26 children per session (AM/PM)
- Reception – 30 children
- Year 1-6 – 30 children

6.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. A current '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 including those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. 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.
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
 3. Children living in the normal area served by the school at the time of application and admission
 4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
 5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds
 6. Other children whose parents have requested a place

In the case of 2, 3, 4, 5 or 6, choices have to be made between children satisfying the same criteria, and those children living nearest to the school (measured by straight line distance) will be given preference.

6.3 Tie Break

In the event of over-subscription of candidates meeting the requirement in (2) and (3) above and a tie-breaker being required to reach a decision, the governors will use the distance from the centre of the school, as measured by the Local Authority's Geographic Information System, in a straight line to the front door of the dwelling house, calculated to within two metres.

In the event of over-subscription of candidates meeting any of the requirements (4)-(6) above and a tie-breaker being required in order to reach a decision, the governors will use distance from the normal area boundary to the dwelling house as the crow flies.

The online and telephone application facility [at www.derbyshire.gov.uk/admissions] opens early in September in the year preceding entry and applications are dealt with in accordance with the coordinated scheme. Please refer to the Local Authority's website for the closing date.

6.4 Waiting List

Waiting lists will be set up on 16 April 2025 and maintained until 31 December 2025.

Children's names will automatically be placed on these lists where it hasn't been possible to offer a place and they've given this preference a higher priority than the school at which they have been offered a place.

A vacancy arises only when a number of offers to a particular school falls below the published admission number (PAN) or, in cases where an admission authority has offered places above the PAN, when offers fall below the revised number. This excludes places secured through the appeals process. Priority on the waiting list is determined according to the published admission criteria. This means that a child's

position on the list is not fixed and can go up or down the list as vacancies arise and/or further applications are received.

The date of application does not affect waiting list order.

Some voluntary aided, foundation and academy schools may maintain waiting lists beyond this date. Please check with the school concerned. Some neighbouring councils may have different rules on waiting lists. Please check with them if applicable.

We do not maintain waiting lists for in-year admissions for community and controlled schools.

Some voluntary aided, academy and foundation schools in Derbyshire and schools in other council areas may maintain waiting lists for in-year admissions. If your application is refused you should contact the school to place your child's name on the waiting list.

If you wish to place your child's name on the list for a Derbyshire school for the next academic year you'll need to make a new application in the term preceding the new academic year to update their application details and confirm your continuing interest. Priority on the waiting list is determined according to the school's over-subscription criteria.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Fair Access

As a school we participate in Derbyshire County Council Fair Access protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list if applicable. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.7 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

7. In-year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You can find details on our in-year admissions and an application form on the following webpage:

[Changing schools during the school year - Derbyshire County Council](#)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

You can find details of the school's appeals timetable on the following webpage:

[Primary, infant and junior school appeals guidance - Derbyshire County Council](#)

Appeals will be heard by an independent appeal panel.

9. Monitoring Arrangements

This policy template will be reviewed and approved by the Trust Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.

Annually, the school will share the policy with the Local Authority no later than 28 February to confirm the arrangements for the student intake for the academic year commencing 18 months hence.