Palterton Primary School Admissions Policy

Approving Body	Headteacher
Date Approved	Spring 2026
Review Date	Spring 2027
Version	1.0
Further information/ guidance	SEND policy

This admissions policy will be reviewed by the Local Academy Board, who are the admissions authority, in the Spring term each year. In accordance with the School Admission Code 2014, the academy will only conduct statutory consultation every seven years if no changes are made to the admission arrangements.

Date of review: Spring 2026
Date of next review: Spring 2027

Admissions arrangements

Palterton Primary School provides for the needs of children from 4-11 years old (Reception-Y6).

The Published Admission Number (PAN) per year group is 13 for Reception to Y6.

Application for First Admission Places

Children have the right to be admitted to the Reception class in the September following their fourth birthday i.e. children who will reach their 5th birthday between 1st September and 31st August in any year.

Parents have the right to request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age in that year (School Admissions Code 2012, 2.16a) or parents can request that their child attends part time until their child reaches compulsory school age (Admissions Code 2014).

Children must be attending school no later than the term after they are 5 years old. (See below for information on summer born children).

Applications for Derbyshire residents can be made via the website:
https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/primary-infant-and-junior-school-admissions.aspx

All applications should be made to the home local authority (i.e. where the child lives) by the closing date for applications. The school participates in the Local Authority (LA) Coordinated Scheme and **all deadlines** within that should be adhered to by applicants. Details of this can be found on the Derbyshire County Council's website.

Catchment Area

By using the Local Authority's website, following the link below, you are able to search and check whether your postal address resides with the academy's catchment area:

https://www.derbyshire.gov.uk/education/schools/school-places/normal-area-school-search/find-your-normal-area-school.aspx

Admission oversubscription criteria 2026/2027

Pupils who have an Education, Health and Care Plan (EHCP), which names the academy will be admitted.

Where the number of applications for admission exceed the number of places available, the following criteria will be applied, in priority order to decide which children to admit.

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school.
3. Other children who live in the catchment area at the closing date for applications.
4. Children who live outside the catchment area and who, at the time of admission, will have a brother or sister attending the school.
5. Children who live outside the catchment area at the closing date for applications.

Within each of the criteria, priority will be given to children who live nearest to the school as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using the local authority's computerised distance measuring software. Where two or more applicants are equal in all respects, lots will be drawn and independently verified. If a child is offered a place as a result of random allocation (drawing lots) and also has a sibling from a multiple birth, the other child/children will also be offered a place.

Late applications

Late applications are those submitted after the closing date for the coordinated admissions scheme and will be dealt with in accordance with the home Local Authority's coordinated scheme. Late applications will be considered as specified in the coordinated scheme providing the applicant can provide evidence that they have moved into the area after the closing date for application or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation and family trauma.

Supporting evidence may be required. More information on the Local Authority coordinated scheme can be found at:
https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx

Waiting list

If, after the offer of places has been made up to the PAN, the school is over-subscribed, all unsuccessful applications will automatically be placed on the waiting list which will be administrated by the governors of the school for the duration of the co-ordinated admission scheme. The position on this waiting list will be determined by the school's published over-subscription criteria, each added child will require the list to be re-ranked in accordance with this. Once the coordinated scheme is closed, the waiting list will remain open until 31 December.

Right of Appeal

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless this is a significant and material change in circumstances. The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that an application was unsuccessful to prepare and lodge your written appeal. Please address this to the Admission Officer and submit to the school.

In Year Applications

In year applications need to be made via the Derbyshire Admissions Service

https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx

Allocation of places for children about to start school for the first time is decided through implementation of the governors' previously determined over subscription criteria but coordinated by Derbyshire County Council. Application forms can be obtained from Derbyshire County Council, https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/primary-infant-and-junior-school-admissions.aspx

Applications for admission to year groups other than the intake year group will be considered in relation to the published admission limit which applied when the year group was first admitted to the school. If places are available within the year group, the child will be admitted. If there are more applications than places available, the previously outlined oversubscription criteria will be used to determine which child can be offered a place.

A waiting list will be in operation for all other years where the school receives more applications than places available. The waiting lists will remain open whilst the number of places in the year group is full, or until the end of the academic year.

Where the number of pupils in a particular year group falls below the published admission number, the person whose name appears first on that particular year group's waiting list will be offered a place. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list. Parents are welcome to ask what position they currently hold on the list. However, because the school constantly receives applications for admission throughout the year, the waiting list is continually being reordered.

Parents need to be aware that their position on the list may rise and fall over time and therefore a higher position on the list is not necessarily a good indicator of the likelihood of a place being offered. Length of time on the waiting list will not be a factor in offering a place, as their position on the list will be determined by the school's published over-subscription criteria – each added child will require the list to be re-ranked in accordance with this.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

The governors use the same definitions (sibling, parent, home address) as those of Derbyshire County Council – these are published in the "Admissions to schools: guide for parents". https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/parents-guide-to-primary-admissions.aspx Some admission authorities use definitions that are different from those of Palterton Primary School and Derbyshire County Council. It is important, therefore, that you read the admission oversubscription criteria for individual schools carefully.

Palterton Primary School and Derbyshire County Council, as admissions authorities, use the following definitions:-

Home Address/Residence
The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

For families of service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, we will accept a Unit postal address or quartering area address for a service child.

Looked After and Previously Looked After Children

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) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parents

- the mother of the child
- the father of the child where he was married to the mother either when the child was born or at a later date
- the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- an adoptive parent
- any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by Palterton Primary School or Derbyshire County Council, it may be necessary for parents to obtain further legal advice. Palterton Primary School or Derbyshire County Council will continue to process an application unless legal documentation is provided that states an application cannot be processed. In cases where multiple applications are received for the same child, Palterton Primary School or Derbyshire County Council will establish where the child lives for the majority of the time.

Siblings (Brothers or Sisters)

- brothers and/or sisters who share the same parents(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

Multiple Births

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Infant Class Size

The law limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 and 7 during the school year) to 30 pupils per school teacher. The class size legislation makes allowance for the entry of an additional child in certain limited circumstances. The School Admissions Code 2014 (section 2.15) sets out these exceptions.
This information is also available at www.dfe.gov.uk

For the purposes of admissions, attending the school means being on roll at the time of admission. Further guidance on the way in which applications are dealt with can be found in the current Derbyshire County Council's "Admissions to Schools" booklet and the County Council website www.derbyshire.gov.uk . This also outlines how the co-ordinated admissions scheme and late applications are processed.

Admission of Children Outside the Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer to Junior and Secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer to either Junior or Secondary education. It will be for the admission authority of the preferred school/academy to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group the child has been educated in up to that point.

Appeals

The deadline for lodging appeals allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal.

Fair Access Protocol

Palterton Primary School participates in the Derbyshire Fair Access Protocol which includes the admission of vulnerable children in collaboration with the local authority.

Relevant legislation

Palterton Primary School complies with the regulations and legislation set out in the School Admissions Code 2021 and the School Admission Appeals Code 2012, including:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998