

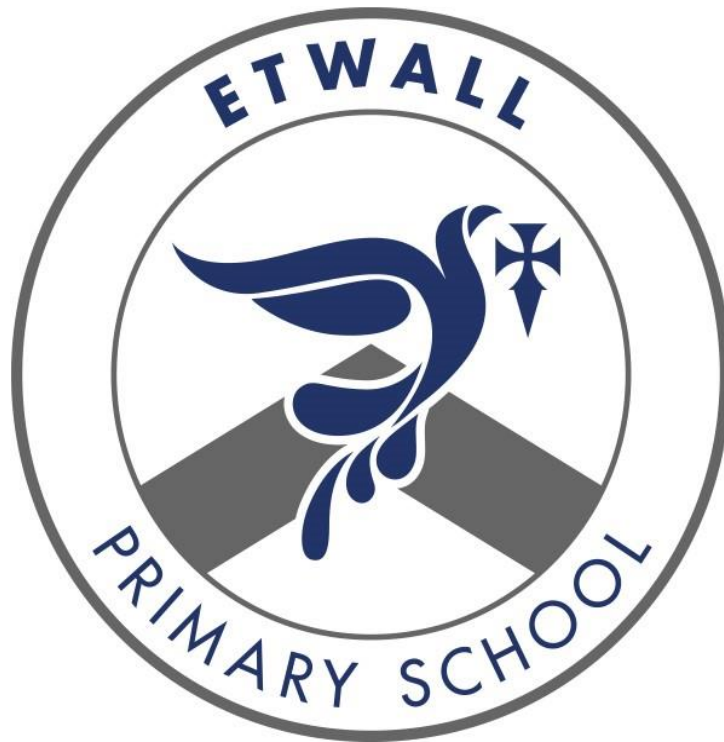


Etwall Primary School

<b>Document owner</b>	Etwall Primary School	<b>Approved by:</b>	FGB
<b>Author:</b>	Derbyshire County Council	<b>Minute number</b>	16/23-24/B
<b>Version:</b>	September 2023	<b>Next Review</b>	September 2024
<b>Signed by Chair of Governors</b>		<b>Signed by Headteacher</b>	

This policy has been reviewed on **27/07/2023** and has been impact assessed in the light of all other school policies and the Equality Act 2010.

# ETWALL PRIMARY SCHOOL



## ADMISSIONS POLICY

## **Admissions Policy**

### **1 Introduction**

- 1.1** The Governing Body of Etwall Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out under the Education Act 2002 and also further explained in the statutory School Admissions Code ([www.dfes.gov.uk/sacode](http://www.dfes.gov.uk/sacode)).

### **2 Aims and objectives**

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2** All applications will be treated in accordance with the selection criteria in section **3.4**.
- 2.3** We encourage children and adults to come and look around our school so that they are able to judge accessibility re: movement around the site, use of designated facilities, access to the curriculum and involvement in school life in general.

### **3 How parents can apply for their child to be admitted to our school**

- 3.1** As our school is a community school it determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year and parents can receive a copy of these regulations directly from the LA.
- 3.2** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form, which can be obtained from the LA Admissions and Appeals Team on 01629 537479 (email [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)) and should be completed by the date stipulated on the forms. Expressing a preference does not, in itself, guarantee a place at this school. We notify parents about the school place as soon as all the applications have been considered.
- 3.3** In this area children enter full-time infant education in September in the school year in which they become five years old.
- 3.4** The following order of priority will be adopted for admissions:
1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
  2. Children living in the normal area (see note one) served by the school at the time of application and admission who have brothers or sisters (see note two) attending the school at the time of application and admission.

3. Children living in the normal area (see note one) served by the school at the time of application and admission.
4. Children not living in the normal area (see note one) served by the school but who have brothers or sisters (see note two) attending the school at the time of application and admission.
5. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 or 6, choices must be made between children satisfying the same criteria, those living nearest to the school measured by the straight line distance will be given preference. See note 3.

**3.5** Requests for places will be refused if the school's admission number for that year group would be exceeded. In Key Stage 1 admission to an infant class can be refused if the school needs to employ an extra teacher, or build an additional classroom to keep the class sizes at 30 or less. It is our wish to allow parents the right to have a place at the school of their choice; however this is not always possible due to the excess demand on the school places available.

#### **4 Admission appeals**

**4.1** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children here. (Details of the appeals procedure can be obtained by contacting Call Derbyshire on 01629 533190).

#### **5 The admission number**

**5.1** The admission number is the number of children the school can accommodate in each year group and this is currently 45 (calculated by LA in relation to physical space available). This published admissions number covers all admissions throughout the year; we keep this number under review and the Governors will apply to change the number if circumstances allow.

#### **6 Infant class size**

**6.1** We teach infant children (aged four to seven) in classes that are set up in September at a maximum number of 30. Children may be admitted to these classes throughout the year according to the stated selection criteria in this policy.

#### **7 Review**

**7.1** This policy will be reviewed bi-annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

**Definitions**

**Note one**

'Living in the normal area' is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

**Note two**

The term brother or sister includes:

- (a) a half brother and/or a half sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step-sister residing in the same family unit

**Note three**

The children and adults' department has a Geographic Information System (GIS) to measure the straight line distance. This measurement is taken from the postal address file, normally the house front door.

For schools, the grid reference is normally taken from the postal address file and will normally be the centre of the school.