

# **ADMISSIONS POLICY**

## **BUXTON INFANT SCHOOL**

**This policy was reviewed by the Governing Body on 25<sup>th</sup> September 2018**

**It will be reviewed September 2019**

**Signed:**

**Date:**

## Admissions Policy

Buxton Infant School admits pupils in line with the LA policy. Buxton Infant School has a Pupil Admission Number (PAN) of 60.

### Glossary of Terms Used

**Parent** – the word parent extends to any person having parental responsibility for a child in accordance with the terms of the Children Act 1989.

**Community and Voluntary Controlled Schools** – funded by Derbyshire County Council with the headteacher and governing body responsible for running the school. The admissions policy is determined and administered by the county council.

**Home authority** – this is the authority where the child lives. For Derbyshire residents (excluding residents of Derby City) this is the Derbyshire Local Authority.

**Normal admission round** – is the specified period for admissions as relates to the relevant year group to which children are normally admitted to the school and runs from the start of the application process to the offer day.

### Procedure

Admissions are subject to a co-ordinated scheme through the Local Authority. The scheme allows parents to apply for up to three primary schools, placing them in order of preference and give reasons for those preferred schools. Derbyshire will not consider any preference lower than a third preference prior to the offer date. The LA acts as a clearing house and parents receive a single offer of a school place.

Parents must make their application on a common application form, to be returned directly to the LA, and give reasons for their preferred school. Applications will be considered against each school's PAN. Derbyshire invites parents to name their preferred schools by January 2018. In April 2018, all parents will be informed of their allocated school place.

### Admissions Criteria:

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

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 but who have brothers or sisters (see note two) attending 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 their admission.
5. Other children whose parents request a place.

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

## 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.

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

### 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

### Residence - in all categories

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday) will be used.

Parents and carers are required to submit full details with supporting information to enable us to determine which address to use for the purpose of admission.

Where parents provide evidence that the child resides equally at both addresses during the school week and Derbyshire County Council are unable to reach a decision based on the information received, parents will be asked to notify the council of the mutually agreed address to be used for the purpose of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where the county council has reasonable grounds for believing the home address is not the child's only or main residence, it reserves the right to carry out investigations which may include visits to the property.

### What to do if both parents cannot agree on the school(s) to be applied for

Parents are expected to consult with each other and agree on the school(s) for which they wish to express a preference. The council is unable to investigate whether applications have been agreed, or to resolve disagreements between parents. In the absence of agreement between parents the council will process the preference of the parent who has care of the child for the greater part of the week (see definition of residence). In cases where the council is unable to determine the home address (see definition of residence), and / or there is no parental agreement or Court Order, the council will be unable to process the application further until the matter has been resolved. Parents are encouraged to resolve disagreements as soon as possible, as delays may affect the availability of places at preferred schools.

Once a school place has been offered, any disagreement on the child's placement will be a matter for parents to resolve.

### Please note

A place cannot be guaranteed for any child whose parents apply after the closing date. This includes a child who moves into a school's normal area after that date.

In situations where late applications are received and the school's admission number has been reached, but subsequently a place becomes available - if choices need to be made between normal area applications, those children living nearest to the school (measured by the nearest available route) will be given preference.

### **Appeals**

When parents are unable to obtain a place for their child at the school they want, they can appeal against the decision to an appeal panel independent of the council and the school. More information can be found at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions).

Adopted by the governing board of Buxton Infant School on **25<sup>th</sup> September 2018**