

The Woodland Federation of Peak District Schools



Great Hucklow CE Primary School
 Peak Forest CE Primary School
 Stoney Middleton CE Primary School

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Admissions Policy

Great Hucklow CE Primary School

Review: Annually

Date of Governor Approval	Narrative - Author	Minute Number	Review Date
13/10/2022	No changes required – Andrea Tomlinson	9a/131022	13/10/2023
16/01/2024	No changes made – Andrea Tomlinson		
16/01/2024	Changes in line with Diocese Guidance 2023 and DFE Guidance 2021 – For consultation with stakeholders – Live date September 2024		
16/10/2025	No changes made – Andrea Tomlinson		



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 Proverbs 22:6

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Summary

- *This document explains the school's policy on the admission of pupils for the years 2025-2026*

Our Vision and Values

The Woodland Federation of Peak District Schools (Peak Forest CE Primary School) takes inspiration from Jesus' promise to bring 'life in all its fullness' (John 10:10). For us this means that we strive to provide a caring, calm, and inclusive environment in which every child can flourish, develop their knowledge and skills, and find their talents and passions.

Our school, and its curriculum, is shaped by our values. These are the essential building blocks of life, aimed at giving children the tools they need to help them become successful and happy and to contribute and shape their communities.

We value all pupils and constantly strive to our SMILERS values: Spirituality, Motivation, Individuality, Lifelong Learning, Equality, Respect and Supportiveness; in order to achieve our goal of 'nurturing children who are healthy, happy and hungry to learn'; 'Train up a child in the way he should go, and when he is old he will not depart from it' (Proverbs 22:6)

- *Spirituality. We want our children to grow up with an appreciation of the amazing world around them.*
- *Motivation – we want our children to be motivated to be the best they can be.*
- *Individuality – all our children are individuals, and this is celebrated and nurtured in our schools.*
- *Lifelong Learners – We aim to give our children the skills and resilience to embrace opportunities to learn that they will take through life.*
- *Equality – All of our children have opportunities to thrive.*
- *Respect – We teach our children to treat others with respect for others' beliefs and religions.*
- *Supportive – Our children are encouraged to offer support to those in need through charitable deeds.*

At The Woodland Federation of Peak District Schools (Peak Forest CE Primary School) we welcome all pupils, and places at the school are offered in an open, fair, clear, and objective manner in accordance with the legal framework. We work to the principle that any parents accessing our admissions arrangements will be able to easily understand how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

Peak Forest CE Primary School's admissions policy follows the admissions criteria of Derbyshire Local Authority.



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ADMISSION OF CHILDREN TO SCHOOLS

The Local Authority is responsible for making general arrangements to place children at all Derbyshire's community and voluntary controlled schools.

Each year primary schools must admit eligible pupils on request up to their published admission number.

Peak Forest Published Admission Number is 7

Admission after this number is subject to a determined impact on

- a) The provision of education*
- b) The efficient use of resources*

CRITERIA FOR ADMISSIONS

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

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). This includes 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.

Children living in the normal area (see note 1) served by the school at the time of application and admission who have brothers or sisters (see note 2) attending the school at the time of application and admission.

Children living in the normal area (see note 1) served by the school at the time of application and admission.

Children not living in the normal area (see note 1) served by the school but who have brothers or sisters (see note 2) attending the school at the time of application and admission.

In the case of voluntary controlled church schools, children whose parents request a place on religious grounds (see note 3).

Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 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.

Primary Education

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By law, parents must arrange for their children to start school full-time at the beginning of the term after the fifth birthday – unless they make other arrangements which satisfy the Education Authority.

However, Derbyshire Local Authority has determined that all Derbyshire Community and Voluntary Controlled schools admit children full-time as follows:

- *A child whose fifth birthday falls on or between 1 September and 31 August may start school in September.*

On the offer of a place the parents have the right to defer admission until the statutory school age.

As all children now receive at least two terms of full-time provision in a reception class or nursery, part-time admission is no longer deemed necessary.

Here at Peak Forest, we are proud to accept children on a flexi-school basis, attending on our core days of Tuesday, Wednesday, and Thursday, subject to completion of memorandum of understanding between parties.

Arranging a Primary School Place for Children:

Parents are invited to express their preferences for schools within their own LA's area on a common application form, which the school will make available to all parents resident in its area. Applications will only be considered on the common application form. The form enables parents to:

- *express their preferences; and*
- *give their reasons for applying for their preferred schools.*

Parents must make application to the school of their choice by a published date in December/January in the academic year before a child is due to start school.

There is no automatic right to a place in any particular school.

Derbyshire LA then compares the lists from all schools in its area. Where it is the case that a child is eligible for more than one provisional offer of a place, the parent will be offered the highest ranked of those provisional offers as determined by their stated preferences on the common application form.

Derbyshire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.



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Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Derbyshire, a place will be allocated to the child at the normal area school (if places are available) or next nearest

Derbyshire primary school, with places available, to their normal place of residence except where the LA has information from another LA that it intends to offer a place.

Derbyshire LA then sends all schools that it maintains the final lists of pupils to be allocated places.

In April, Derbyshire LA writes to every resident parent who filled in an application form to tell them of the allocated school place.

Late applications received after the deadline will only be considered alongside other applications if there is a significant reason, (e.g. parent ill for some time, or family returning from abroad) and documentary evidence is provided to the satisfaction of the Authority.

Any other applications will be considered to be late and will not be dealt with until after places have been allocated to those who met the deadline.

Applications Received after the deadline in April.

These will be dealt with as and when they arrive. Allocations will only be made where spare places exist.

Admission applications received after the normal admission round, or for years other than the normal year of entry, will be handled as quickly as possible if places are available. All the provisions of this scheme (excluding the timetable) apply for all such applications received.

Waiting Lists

The Authority will establish a waiting list for all Derbyshire Primary Schools where the number of applications has exceeded the number of places available.

Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been offered to the parent. A vacancy arises only when the number of offers to a particular school falls below the Published Admission Number. The waiting list will be established on the offer day and be maintained until the end of September. Priority on the waiting list is determined according to the Admission Authority's priority of admission over-subscription criteria. Following the offer day, should an application be received for a school where the pupil has a higher priority for a place at the school as determined by the criteria, they will be placed above those with a lower priority.

Right of Appeal

Any parent whose child is refused a school place for which they have applied has the right to an independent appeal.

SPECIAL EDUCATIONAL NEEDS

As a parent, if you feel that your child is experiencing learning difficulties at his/her school, e.g. Emotional and behavioural difficulties, or low achievement in reading, spelling, and maths, then you can ask the Local Authority to consider undertaking a statutory assessment for your child.

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This process can also be recommended by your child's school through consultation with yourself and the Educational Psychologist.

You can obtain further advice and guidance in your child's school from the class teacher or the Special Educational Needs Co-ordinator (SENDCO) Sarah Oreilly

sarah.oreilly@woodlandfederation.derbyshire.sch.uk or by visiting

<https://www.derbyshire.gov.uk/education/schools/special-educational-needs/send/special-educational-needs-and-disabilities-service-send.aspx>



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Appendix 1

Definitions

Note 1

'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 2

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 stepbrother and/or stepsister residing in the same family unit

Note 3

Parents seeking a place at a voluntary controlled school purely on religious grounds, should obtain a letter of support from a minister, priest or pastor or religious leader if the child is a member of another Christian church or world faith, who knows the family and can confirm regular attendance at public worship.

Regular worship is defined as attendance at public worship at least once a month.

This must be included with the application. Where appropriate baptismal certificates should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

PLEASE NOTE A LETTER OF SUPPORT IS NOT AN ESSENTIAL REQUIREMENT OF APPLYING FOR A PLACE AT THE WOODLAND FEDERATION OF PEAK DISTRICT SCHOOLS (PEAK FOREST CE PRIMARY SCHOOL)

Note 4

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.

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, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday).



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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 we 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.



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