



Admissions Policy for Entry to School 2024/25

Name of School: Temple Normanton Junior Academy

Admissions Authority: Aston Community Education Trust

DOCUMENT CONTROL

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School Admissions Code 2021

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and offered in an open and fair way. The Code has the force of law, and where the words ‘**must**’ or ‘**must not**’ are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective. Parents/Carers should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

How Admissions Work

In summary, the process operates as follows:

All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

Admission authorities **must** set (‘determine’) admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years.

Consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31 January** of the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, consultation **must** be completed by 31 January 2023. This consultation period allows parents/carers, other schools, religious authorities, and the local community to raise any concerns about the proposed admission arrangements.

Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements **must** be referred to the Adjudicator by **15 May** in the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, objections **must** be referred to the Adjudicator by 15 May 2023.

Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.

In the normal admissions round parents/carers apply to the local authority in which they live for places at their preferred schools. Parents/Carers are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives. A parent/carer can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority.

All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. The offer is made on National Offer Day – this is **16th April** for secondary schools (or the next working day where 16th April falls on a weekend or bank holiday), in the year in which the child will be admitted.

The National Offer Day for admission in 2024/25 will be **17th April 2024**.

Parents/Carers, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child. Further information is available on the Local Authority website

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx> .

Determining Admission Arrangements

Admission authorities are responsible for admissions and **must** act in accordance with the Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

Published Admission Number (PAN)

As part of determining their admission arrangements, all admission authorities **must** set an admission number for each 'relevant age group. (Relevant age group is the first year of entry – Reception year in primary school)

Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) **must** consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult where they propose a decrease to the PAN.

Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

Admission authorities **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively.

Admission authorities may also admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose Education, Health and Care Plan names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of the Code).

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in the Code, to looked after children and all previously looked after children, including 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.

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). All references to previously looked after children in the Code mean 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. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage

parents from applying for a place for their child. Admission arrangements **must** include an effective, clear, and fair tie-breaker to decide between two applications that cannot otherwise be separated.

The Governing Body / Trust Board of an Academy is the Admissions Authority for their school. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority on behalf of the Governing Body / Trustees.

The Local Authority 'parents' guide to primary admissions' will help parents/carers to make an application for their child at secondary school. Parents/carers are advised to read all the information in the guide before making your application. The guide can be accessed online as follows:

<https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/parents-guide-to-primary-admissions.aspx>

For further information, please call the Admissions and Transport Team on 01629 537479 or email: admissions.transport@derbyshire.gov.uk

Closing Date for Receipt of Applications

For Admission to Primary School in 2024, the Government has deemed that the National **Closing Date for receipt of applications will be 15 January 2024.**

Parents/carers **must** submit their primary school application by this date to be considered in the first round of offers made on the National Offer Day.

Late applications received after the closing date will be included only if the reason for the delay is considered exceptional and appropriate evidence has been provided. Other late applications will not be considered until after applications received by the closing date have been dealt with.

Applying for a Primary School Place

If your child was born between 1 September 2019 and 31 August 2020 you should apply for their infant or primary school place by 15 January 2024.

There are several things it is important to remember when making your application:

Get your application in on time. Apply online or through Call Derbyshire. If you miss the deadline we'll not be able to consider your application until the ones that we received on time have been dealt with.

Do not name the same school more than once as a preference. This will not increase your chances of a place.

Apply online by following this link:

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

Call Derbyshire - tel: [01629 533190](tel:01629533190)

The Published Admission Number for entry to Reception for Temple Normanton Junior Academy is - 15

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on 30th November 2023, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc. these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Primary schools. In assessing preferences, the LA will operate an ‘equal preference’ system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Information on the catchment area for the school can be obtained on the Local Authority website at:

<https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Primary&usercontrolfunction=AJAX>

Admissions Criteria

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

Individual pupils who have a Statement of Special Educational Needs and / or Education, Health and Care Plan which names the school will be admitted.

In deciding on admissions to all community and voluntary controlled secondary 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) including 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.
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. (For a definition of living in the normal area, see note 1 under 'Definitions').
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 (see note 2 under 'Definitions').
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.

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 standard straight line) will be given preference. See note 3 under 'Definitions'.

Please note, attendance at a particular primary school gives no priority for admission to a particular secondary school.

Notes

Note 1

'Living in the normal area', is defined as the child having settled 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 / utility bills, sale / 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.

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 step-brother and/or step-sister residing in the same family unit

Note 3

We have a geographic information system (GIS) to measure the straight line route. It is measured by a standard straight line distance calculated to within 2 metres.

This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the nearest gate or entrance to the school unless stipulated differently in the schools admission arrangements.

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).

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 us of the mutually agreed address to be used for the purposes of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where we have reasonable grounds for believing the home address is not the child's only or main residence we reserve the right to carry out investigations which may include visits to the property.

Waiting Lists

Waiting lists will be set up on 17 April 2024 and maintained until 31 December 2024.

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 and 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.

In-year Admissions – Transferring school during the School Year 2023/24

You may want to apply for your child to change schools other than when they are due to start primary or junior education. This could be because of a change of address. These are known as in-year admissions.

Changing a child's school is a very important step to take. It can affect your child in many ways. Guidance notes are provided by us to help you through the in-year application process. It's important to read the notes before completing an application.

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. Further information including how to apply can be found on the Local Authority website:

<https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>

You can apply:

- online by visiting Derbyshire's [apply for a school place](#)
- by phoning Call Derbyshire, tel: **01629 533190**
- By post - to request a paper form, email: admissions.transport@derbyshire.gov.uk or tel: **01629 537479** and ask for an in-year application form

Information on Appeals

If your appeal is for a child starting school for the first time during the 2024 to 2025 academic year or transferring from year 2 at an infant school to junior provision in September 2024, you can appeal if your application is unsuccessful.

If you are informed of a decision for reception 2024 to 2025 after 19 April 2022 or it relates to an in-year admission, you should submit your appeal within 20 school days of being told that your application was unsuccessful.

Full details regarding the appeals process can be accessed via the following link:

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

FIND YOUR 'NORMAL AREA' SCHOOL

You can find your 'normal area' school by visiting:

<https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Primary&usercontrolfunction=AJAX>

- Type your postcode in the address bar to search
- Select a property from the list
- Click or tap on the property to select it and then click 'select address'
- The normal/local area school for this address will be displayed

USEFUL CONTACTS

email: admissions.transport@derbyshire.gov.uk

Tel: [01629 537479](tel:01629537479)

Call Derbyshire tel: [01629 533190](tel:01629533190). The contact centre is open between 8am and 6pm, Monday to Friday, and Saturdays 9.30am to 4pm.

Write to:

Admissions and Transport Team
Children's Services
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ