



St. Giles CE Primary School  
Achieving through adventure

# Admissions Policy

St Giles is an academy sponsored by the Derby Diocesan Academic Trust (DDAT). All matters relating to admissions have been delegated and are carried out by the Local Governing Body of St Giles CE Primary School on behalf of the Academy Trust.

As a Church Aided Primary School the ethos of this School is Christian. We ask all parents applying for a place to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this School to apply, and be considered, for a place here.

This policy will operate from September 2021 for all new admissions to the School. It will apply to all admissions for the year 2021/2022.

Derby Diocesan Multi Academy Trust (DDAT) is the Admissions Authority for the school and has delegated all matters relating to admissions to the Local Governing Body of St Giles Church of England Primary School.

Although the admissions process is co-ordinated by Derbyshire County Council (the Local Authority) on behalf of the School, all decisions relating to admission applications will be taken by the School's Governing Body. Applicants should note that if the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place.

**Update regarding proposed changes to regulations for appeals:**

Subject to parliamentary approval, the DfE's new regulations for appeals, which will be in force until 31 January 2021, will:

- Disapply the requirement that appeals panels must be held in person.
- Give flexibility for panel hearings to take place either in person, by telephone, by video conference, or through a paper-based appeal where all parties can make representations in writing.
- Relax the rules to make it permissible for panels to continue with and conclude appeals as a panel of two if one of the three panel members withdraws temporarily or permanently.
- Amend the deadlines relating to appeals for the time that the new regulations are in force – any new or revised deadlines must be reasonable and at least 28 days from the date a notification of refusal of a school place was received by the appellant.

## How and when to apply

Applications should be made online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or if you do not have internet access by telephoning Call Derbyshire Local Authority Tel: 01629 533190. In the case of late applications, these will be administered in accordance with the Local Authority Primary Coordinated Admissions Scheme. You are strongly encouraged to ensure that your application is received on time.

**Parents/carers should consult the Local Authority website [www.Derbyshire.gov.uk/Education](http://www.Derbyshire.gov.uk/Education) and Learning “ How to apply for a place at primary school”**

## How your application will be processed

The School's Published Admission Number (PAN) is 20. Having received all of the applications, in the event of there being more applications than places available, the following oversubscription criteria will be applied in the priority order indicated.

1. Children in public care including adopted children (see Note 1 below)
2. Children living within the beneficial area of the School (i.e. within the boundary of the ecclesiastical parish of Matlock) and children living in the village of Riber (a map is available at the School Office).
3. Siblings (including a half-brother and/ or a half-sister or a legally adopted child) or foster brothers/ sisters of pupils or a step-brother and /or step-sister residing in the same family unit attending the School at the time of the proposed admission.
4. Children who live outside the beneficial area of the School but whose parents/ guardians/ carers has/ have regularly worshipped at St Giles Church, Matlock for a period of at least one year prior to date of application (regular is defined as an average attendance of once per month): such attendance must be verified by a letter from the relevant priest, minister or churchwarden.

*“In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship”.*

5. Children who have regularly worshiped at an Anglican church other than St Giles Church for a period of at least one year prior to date of application. (regular is defined as an average attendance of once per month): such attendance must be verified by a letter from the relevant priest, minister or churchwarden.
6. All other children.

Having applied the ranking criteria above against the number of places available at the School and determined the cut-off point (i.e. the criterion point – in the list above - at which the number of children equals or starts to exceed the number of places available), the number of children may still exceed the places available. In such a

case the following additional criteria will be used to determine which children within that criterion band will be admitted.

1. All children whose statement of special educational needs (SEN) or Educational Health Care Plan (EHCP) names the school will be admitted.
2. Children will be admitted on the basis of the shortest walking distance from school measured to the main entrance to the school (distance will be measured by the shortest walking route from the front door of a child's home address to the main entrance of the school using the LA's computerised measuring system with those living closer to the school receiving the higher priority).

### *Appeals*

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the Clerk to Governors, care of the School, no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the Governors by the Derby Diocesan Board of Education and will be heard by an independent panel. The decision of the panel will be binding on the School.

### *Waiting List*

Parents/ carers whose children have not been offered the School (i.e. their specified preferred school) in the normal admissions round will be automatically added to the School's waiting list. Parents/ carers may have their child removed from the list by submitting a written request to the School. Waiting lists for admission will remain open until the 31 December of the school year that they have applied for. The School may, at its discretion, maintain the waiting list after this date and for year groups other than the intake year. Please contact the School to request further details as needed.

Places on the waiting list will continue to be ranked using the oversubscription criteria listed earlier during the period the waiting list is open. Accordingly your child's position on the list could go up or down (during this period). Note that inclusion on the School's waiting list does not mean that a place will eventually become available. Any late applications will be added to the list in accordance with the oversubscription criteria.

### *Applications during the School Year*

Details of the application process are available from the School and from the Local Authority. Once an application has been made, it will be passed to the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start

school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' earlier). Your appeal should be lodged within twenty school days after the date of your refusal letter.

### **Additional information relevant to applying**

#### *Age, and age group, entry*

In terms of the age at which a child enters school and the age group that a child who is entering may be educated with, the School's policy is as follows:

#### *Deferred and part-time entry*

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term

#### *Education out of normal (chronological) age group*

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

#### *Infant Class Size Regulations*

Infant classes of 5, 6 and 7 year olds may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/ carers should be aware that when the Governing Body is considering applications for places, they must keep to this 30 limit. Parents/ carers do have a right of appeal in accordance with the Infant Class Size Regulations if the School is oversubscribed and their child is refused a place.

#### *Applications for twins/multiple birth children*

Where a place is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc. even if this means exceeding the Published Admission Number

*Note 1 - Definition of looked after children or 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. A "previously looked after child" is a child who:

(a) ceased to be looked after because they were adopted, or

(b) became subject to a residence or child arrangements order (under the terms of the Children Act 1989 Section 8 - an order settling the arrangements to be made as to the person with whom the child is to live), or (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).