Admissions Policy 2027-2028

St. Andrew's CofE Junior School

Approved by:	Full Governing Body	**Date:**	5th May 2026
Last reviewed on:	12/05/2025		
Next review due by:	March 2027		

This policy has been reviewed and has been impact assessed in the light of all other school policies and the Equality Act 2010.

Admissions

All parents in Derbyshire must apply to the LA for a junior school place via an on-line application form. We are a voluntary controlled school and are 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.

All forms to be returned by the date determined with the LA. An offer of a place will then be made by the LA on behalf of the school.

Further information about admissions is available on the website

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

If you don't have internet access you can apply by phone. Contact Call Derbyshire tel: 01629 533190. The contact centre is open between 8am and 6pm, Monday to Friday, and Saturdays 9.30am to 4pm

All children are normally admitted in the September term (single-point entry).

Numbers

The Governors will admit a maximum of 60 children to the Y3 Class during the academic school year. The school's published admission number (PAN) is 60.

Over-subscription

Oversubscription criteria

1. Looked after children and 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).
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
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
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.

When in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

In Year Admissions

If you are moving to Derbyshire or want your child to move schools other than at the normal admission/transfer time, you will need to apply for an in-year admission. You can apply online here, by telephone 01629 537499 or email: admissions@derbyshire.gov.uk

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.

Appeals

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 appeal 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 at our school.

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

Waiting List

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until the 31 December of the school year that they have applied for. If a place becomes available, it will be offered to the first pupil on the waiting list (para. 3.19)

Places on the waiting list will continue to be ranked using 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 oversubscription criteria.

Place of residence

Place of residence: the child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside

in separate properties, the child's ordinary place of residence will be deemed to be that property at which then child resides for the greatest part of the week, including weekends. Documentary evidence of ownership or rental agreement maybe required together with proof of actual permanent residency at the property concerned.

Schools designated by the Secretary of State as having a religious character (faith schools) are exempt from the provisions making it unlawful to discriminate on the grounds of religion nor belief when oversubscribed in the terms on which it offers to admit a child as a pupil or by refusing to accept an application to admit then as a pupil.

Other exceptions for faith schools concern:

a) The content of the curriculum; and

b) Acts of worship or other religious observance organised by or on behalf of an educational establishment (whether or not forming part of the curriculum. Children will not be discriminated against due to religion, disability, race, colour or gender.

It is not a requirement for parents to fill in any other supplementary forms.