



Admission Arrangements and Appeals Policy 2023-2024

At Firs Primary School we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the Admission and Appeals Policy, but for more information please go to:

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

The normal Pupil Admission Number (PAN) for Firs Primary is 60. The arrangements in each Year Group follow the count through the school.

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Author(s): SLT

Admission Policies In Derby

Admissions Arrangements:

Application opens: November 2023

Closing dates for Applications: January 2024 (Primary)

To make an Application you can:

- Apply online - it's quick and easy and lets you track the progress of your application
- Apply by phone on 01332 642730 - this takes around 5 minutes and you will need to know the name of the school you are applying to
- Apply using a paper form - telephone 01332 642730 to ask us to send you one.

School Admissions Criteria

Below is the criteria for admissions at Firs Primary School.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (including children who were in state care outside of England). 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).
2. Children who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications for the address the parents are living at the closing date, and will reassess applications on the National Offer Date.

4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by the closing date.

Tie-breaker: When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered - subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2023/24 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/secapps or www.derby.gov.uk/primapps

For applications made outside the normal round within categories 2 to 6 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brother and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

School Admissions - Appeals

There are a number of cases each year where the school cannot offer a place, usually because they are full. If this happens to you, the Admissions service can give you information on other schools that may have places available.

If you want to take the matter further you can have your case heard by an Independent Appeal Panel who must be independent of the Council, in the case of foundation, voluntary aided schools and academies, by an Independent Appeal Panel that is independent of the school's

admission authority. How to make an Appeal is detailed in the letter you receive from School Admissions.

This section gives you information about how to appeal against a decision to refuse your child a place at a:

- Community or Voluntary Controlled School.
- Voluntary Aided Schools, Foundation Schools and Academies.
- Appeals for Community or Voluntary Controlled Schools.
- Complete an Appeal Form for a Derby City Community or Voluntary Controlled school.

Appeals can be made for more than one of your preferred schools (stated on your application form) at the same time.

You should not wait for the outcome of an appeal about one school before deciding to appeal about another.

Parents who have appealed unsuccessfully for a particular school cannot make another appeal at the same school, in the same school year, unless it can be shown that there has been a significant and/or material change in their circumstances.

Appeals for schools outside Derby City should be made in accordance with the published admission arrangements of the Council concerned.

Infant Class Size Appeals

The legal limit of 30 pupils per class in Reception, Year 1 and Year 2 classes restricts the circumstances where an Appeal Panel can allow an appeal if it takes the class group above the 30 limit. For these year groups the Appeal Panel can only uphold an appeal if it is satisfied that:

- Your child would have been offered a place if the published admission arrangements had been properly implemented; or
- Your child would have been offered a place if the arrangements had not been contrary to the school admissions code and the legislation; or
- The decision was not one which a reasonable admission authority would make in the circumstances of the case.

Whilst you may talk about your personal, social and domestic circumstances during an Infant Class Size Appeal hearing, the Appeal Panel is not allowed to consider them unless they are relevant to one of the three points above.