Denby Free Church of England Voluntary Aided Primary School
Church Street, Denby Village, Derby, DE5 8PH
www.denbyfree.derbyshire.sch.uk
Tel/Fax:01332 880416 email:*info@denbyfree.derbyshire.sch.uk*

Autumn 2016 OUTSTANDING CHURCH SCHOOL Diocese of Derby

Proposed Admissions Policy for school year 2026/2027

School's vision statement

Denby Free is a beacon of light and warmth. Community Collaboration and stewardship for God's natural world which is our home is at the heart of everything that happens at our school. The light provided through the teachings of Jesus inspires us to search for wisdom with integrity so that we can shine and flourish together. We encourage, nurture and respect each other as we grow in our learning and our living. Together we shine far and wide to positively become the catalyst of change for our community and, through courageous advocacy, the wider world.

Admissions Principles

As an aided school, the governing board of Denby Free CE VA Primary School are responsible for the admissions policy and decisions on applications for admission to the school. All policies are reviewed and determined annually. They are written to comply with the School Admissions Code and School Admissions Appeals Code.

The Published Admissions Number for this school is 20.

Admissions to other year groups will be based upon the prejudice to:
(a) the provision of education and
(b) the efficient use of resources.

The Local Governing Body (LGB) have agreed an admissions limit of 20 for the other year groups, this is the number of places in classes beyond reception which reflects infant class size regulations for key stage one classes and considers practical limits for all other years.

Oversubscription Criteria

Before applying the over-subscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHCP) that names Denby Free CE VA Primary School as the school the child must attend. This place will be allocated within the Published Admission Number, (PAN), before the consideration of any other applications, or above the PAN if places have already been offered at that time. If more parents express a preference for the school than the published number of places for new admissions, the LGB will use the following criteria to rank applications and allocate places:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those 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. 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 with a sibling already on the school roll at the time of application and admission.

3. Children who live within the ecclesiastical parish of St Mary the Virgin. See Appendix A.

4. Other children whose parents request a place and who can be accommodated within the admission number.

**An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Allocating Places
In the event of any of the above categories being over-subscribed, the Local Governing Body will take those children whose home address is nearest to the school measured by the Local Authority's computerised measuring system from the front door of the child's home to the main entrance of the school. In the case of flats, all applicants will be treated as equidistant from the school. The Local Authority's computerised measuring system will be used to determine these distances.

Tiebreaker
If applicants for the last place(s) cannot be prioritised using distance as detailed above, because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining place(s). This will be verified by a person independent of the school.

Multiple Births
Where possible the governors will admit all the children of a multiple birth (i.e., twins, triplets etc.). This can mean going over infant class size limits as this is a permitted exception to the limits.

Service personnel and crown servants
Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state- funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Full or Part time attendance
A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part-time basis, they must meet first withthe Headteacher to discuss their choice.

Deferred entry
While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

Summer born children and delayed entry into reception for the following year
Each application for such a delay is treated by the school on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents. If parents wish to request this, they need to apply in the chronological year (i.e., the year in which the child would normally be entering school) and at the same time submit a request to the school for delayed to reception for the following year. If the Local Governing Body agree this after reviewing the evidence for the request and, in consultation with the Headteacher / and any others involved with the child, then theplace cannot be held open, and the parent will need to apply again the next year in the normal way. The school will then treat and rank the application according to the criteria

published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed, there is no guarantee of a place being available at the school for the following year.

Admission of children outside of their normal age group
Parents may apply to the Local Governing Body to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions for these requests will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Headteacher will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

Late Applications
Applications received after the deadline set by the Local Education Authority will be considered after places have been allocated to those applications received on time, using the over-subscription criteria as for on time applications.

Accepting a place
If a place has not been taken up after 14 days from the date of the offer, the school will write and inform the parent that the offer will be withdrawn after a further 7 days if not taken. The school will then offer the place to the next on the waiting list in accordance with the admissions criteria.

False Information

1. Where the Local Governing Body has made an offer of a place at Denby Free CE VA Primary School on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending Denby Free CE VA Primary on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, and a right of independent appeal offered if the place is refused.

Waiting List
A waiting list will be maintained until at least the end of December of the year of application for main round applications. The waiting list is updated and ranked accordingly to the oversubscription criteria when applications are withdrawn or added.

Appeals
In accordance with the Admissions Appeals Code, applicants who have been refused a place at Denby Free CE VA Primary, may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to
Mrs Hanna Hunt- info@denbyfree.derbyshire.sch.uk

All appeals must be received within 20 days of the receipt of the letter refusing a place to be heard on time. **[Please note that places in infant classes are restricted to 30 under the infant class size regulations].**

Applying for a place

To apply for a place for September 2026, the parent must complete the LA's Common Application Form (CAF) available from the home local authority (the authority in whose area the child resides).

In order for the application to be considered as 'on time' the CAF must be submitted to your home local authority by 23:59 hours on 15 January 2026. The CAF may be completed and submitted using the home local authority's 'online' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

Apply for a school place - Derbyshire County Council

Parents will receive an admission decision in writing from the local authority on or about 16 April 2026, according to the procedure set out in the local authority's Composite Prospectus.

In year admissions
This needs to state whether parents apply to the school or to the LA according to the decision made by the school on how in year applications are managed. The governors/trust need to decide who will handle in year admissions and inform their LA by 1 August, at the latest, each year, whether they intend to be part of the local authority's in-year co-ordination scheme for the following 1 September to 31 August (where this is offered) or whether they will be managing their own in-year admissions.

Prospective parents are encouraged to visit the school and speak with the Headteacher prior to any decision about requests for entry being taken.

Children with special educational needs and disabilities
Children are admitted to the school in accordance with the admission criteria.
We do not discriminate for or against children with special educational needs or disabilities and ask parents to fully inform the school of the nature of any known educational physical, medical or social needs when expressing a preference for their child to attend this school. This information will ensure that the child's entry to the school is as smooth as possible and help inform the level of provision the school can make to meet the individual needs of the child.

Please contact school if you have any problems with the process.

Suggested definitions

Parents

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

Sibling

A "sibling" refers to brother or sister, half brother or sister, adopted or fostered brother or sister, stepbrother or sister, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. The sibling needs to be on roll at the time of application.

Staff

This includes all staff (teaching and non-teaching) appointed by Denby Free CE VA Primary including part-time staff with a continuous employment record and any short-term contract staff with a continuous employment record covering at least term time employment, for the 2 years or more prior to admission.

Appendix A

Map of Denby Parish

