



Peak Tor Federation
**Rowsley C of E
Primary School
&
Stanton-in-Peak
C of E Primary
School**



Admissions Policy

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Current Subject Leader: Executive
Headteacher

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Introduction

At the Peak Tor Federation we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner in accordance with the legal framework. This document explains the school's policy on the admission of pupils for the years 2024-25 and 2025-26.

The Local Authority coordinates the admissions process on behalf of our federation, and parents should apply for a place through the Local Authority.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Human Rights Act 1998
- School Standards and Framework Act 1998
- Equality Act 2010
- DfE (2012) 'School Admission Appeals Code'
- DfE (2021) 'School Admissions Code'

Determining a Published Admissions Number (PAN)

The number of places available is determined by the capacity of the school. The PAN for new Reception pupils is 10 at both Stanton and Rowsley. If the Local Governing Body decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively. Where the number of applicants is less than the PAN then all children will receive a place. Where PAN has been reached then the oversubscription criteria will be applied. Any person with parental responsibility can appeal any refusal to admit to an Independent Appeals Panel.

Peak Tor Federation schools will admit four-year-olds on a one point of entry system and all Reception children will be admitted at the beginning of the Autumn term, regardless of when their birthday falls within that academic year.

In accordance with County Guidelines parents must be aware that this is not statutory and the legal requirements are for parents to have the option of this arrangement. However, it is statutory for children to begin school during the term in which they are five, as it is the legal requirement that five-year-olds receive full-time education. If parents request that their child is admitted at any other point during the Reception year, this will need to be arranged with the school in advance.

The school will not offer part time education unless by special arrangements due to the particular needs of an individual child. Any queries concerning the school criteria and policy on admissions will be referred to the LA by the Governors.

Criteria for Admissions

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).
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. As Rowsley and Stanton-in-Peak are Church of England Voluntary Controlled 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 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school will be given preference.

Home Address

For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Any other address should not be used on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. Any queries about addresses will be investigated and, depending on findings, the school place offer may change. Only one address can be used on your application for a school place.

Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

When an offer is made, it will be assumed that the address used in the application will be the same as the home address at the time the school place is taken up in September. If you plan to move house, you must still use your current address on your application. As soon as you move house, you must tell us your new address, providing proof of your house move (including evidence of entry to the new address and exit from the old address) as this may mean we have to change the school place offer. If it is found that an intentionally misleading or false address has been given with the aim of fraudulently securing a school place, that place may be withdrawn, even if the child has already started at the school.

Attendance at the nursery does not guarantee a place in the primary school. A separate application form must be completed on transfer from the nursery to the primary school.

Infant Class Size Regulations

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single qualified teacher. Additional children may only be admitted under very limited exceptional circumstances.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Children of multiple births

Where the final place to be allocated within the Published Admission Number would separate children of multiple births a place(s) will also normally be offered to the other child/children.

Fair Access Protocols

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Children identified under the protocol will be admitted before any others on the waiting list.

Applications

Parents will be provided with a common application form (CAF) by the LA where they will note their preferred schools, in rank order – the schools do not have to be located in the LA area where the parents live.

Application forms can be made on-line via the LA website: www.derbyshire.gov.uk.

Applications for a place must be submitted by: the January before they will be joining school.

The CAF will be submitted to the parents LA. Parents are not guaranteed to have their preferences met.

The Local Governing Body will request supplementary information for the purpose of processing applications, where necessary. Failure to complete the school's Supplementary Information Form may result in an application being ranked lower in the event of over-subscription as the application will be considered only on the basis of information available through the CAF.

Offers

The LA allocates places. All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the LA may ask the school to take on more pupils. The acceptance of this is decided by the Governing Body and must take into account the number of pupils already enrolled, staffing, space and resources.

Withdrawing an offer

An offer will be withdrawn if it has been made in error, or if the offer was made via a fraudulent or misleading application. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

Applications can be made in year to the LA – instructions on how to do this are provided on the Local Authority website: www.derbyshire.gov.uk.

All such applications will be considered and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parents can ask for their child's name to be added to the appropriate waiting list.

As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the LA.

The LA will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.