

Longmoor Primary School



Admissions Policy 2024 - 2025

Adopted by Governors

Chair of Governors Signature: <i>J.Wright</i>	Date: 24 th January, 2024
Chair of Governors Signature: <i>J.Wright</i>	Date: 18 th January, 2023
Chair of Governors Signature: <i>J.Wright</i>	Date: 19 th January, 2022
Chair of Governors Signature: <i>J.Wright</i>	Date: 20 th January, 2021
Chair of Governors Signature: <i>J.Wright</i>	Date: 29 th January, 2020

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Sets out the school's arrangements for allocating places to the pupils who apply
- Explains how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply

For applications in the normal admissions round you should use the application form provided by the LEA. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. Expressing a preference does not, in itself, guarantee a place at the school. Application forms are available online and should be completed in line with the date stipulated on the form.

The LEA notifies parents about the school place on the published admission date.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Information regarding the admissions procedures for Derbyshire can be found at:

www.derbyshire.gov.uk/admissions

In Derbyshire, children enter school in the academic year they become five.

4. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group

5. Exceptions to the admissions procedure

Children who have been Looked After or previously Looked After will, in accordance to the LEA's admissions criteria, be offered a place at school.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

All children whose statement of SEN or EHC plan names the school will be admitted.

6. Allocation of places

Admission number

The school has an agreed admission number of 60 pupils for entry in all year groups.

Admission Appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against the decision. An appeal's panel decision is binding for all parties concerned.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place unless the school can provide clear reasons why this could be detrimental to the effective running of the school or would impact on the health and safety of pupils and staff.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest.

8. Monitoring arrangements

This policy will be reviewed and approved by the governing body annually.