

Coton-in-the-Elms Primary School

Admissions Policy

Last Reviewed: 30 04 15



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1. Admissions Policy

Coton-in-the-Elms CE Primary School will follow the Derbyshire County Council's co-ordinated admission scheme for Primary Schools. The co-ordinated scheme covers pupils starting school in the Reception Class and for In-Year admissions. A copy of the scheme is attached to this policy and the admissions criteria is available in the Derbyshire County Council's "How to apply for a place at Primary School" publication.

All children who wish to attend Coton-in-the-Elms Primary School and who reach the age of five during the academic year, September to August, will need to apply to Derbyshire Local Authority. Derbyshire Local Authority is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools. Essentially the Authority acts as a 'clearing house' for all the admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. These forms are usually available in the October before the September your child will enter school, from various sources eg. the school, playgroup, local libraries. Parents must make their application preferably via the internet or on a common application form, to be returned to school or direct to the LA, usually before the end of January before the year of starting, and give reasons for their preferred schools.

2. Admission Priorities

Places at the school will be allocated if available within the school's Pupil Admission Number, which is 20.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the Governing Body has adopted the following order of priority.

Priority will be given in order as follows:

1. Children who are "Looked After" by adults other than their parents.
2. Special Needs.
3. Children living in the normal area served by the school at the time of application and admission (including those living in another Council's area). For a definition of living in the normal area see note on page 12 in the "How to apply for a place at Primary School" publication or online at www.derbyshire.gov.uk/admissions
4. Children not living in the normal area served by the school but who have brothers and sisters attending the school at the time of their 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.

Where in the case of 3, 4, or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the nearest available route) will be given preference.

Parents have the right to appeal against the decision of the LA to the Governing Body. An appeals procedure is available on request from the school.

3. In-term Admissions

In-year admissions relate to applications by parents to move their child to another school other than at the normal point of entry e.g following a change of address. The revised version of the Schools Admissions Code which came into force in February 2012 removed the requirement for local authorities to co-ordinate in-year admissions for the offer year 2013/14 and all subsequent years.

The requirement for parents to make in-year applications through their home authority ceased at the end of the 2012/13 academic year. However, in Derbyshire, it was agreed that the Authority will continue to co-ordinate applications for all schools in the County, although with slightly more flexibility to previous arrangements, by giving schools an option to accept approaches direct from parents.

4. Glossary of Terms

PC Reference:

Admissions Policy

