



Coton-in-the Elms C of E Primary School

Admissions Policy

Version	Review Date	Reviewed by:	Next Review	Comments
4	July 2022	L McIntosh & S Marbrow	July 23	Based on Derbyshire's Local Authority policy. Refer also to policy and guidance on DCC website
5	August 23	L McIntosh & S Marbrow	July 24	Refreshed
6	June 25	k. Burton & S Marbrow	June 26	Reviewed. Body to Board and date changes

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Contents	Page
1 Admissions Policy Introduction	3
2 Admission Priorities	3
3 In-term admissions	4
4 Appeals against decisions	4
5 Summer born children	4
5 Appendix 1 – Derbyshire Co-ordinated Admission Scheme	5

1. Introduction

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 as appendix 1 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. The application forms are usually available in the November before the September your child will enter school, from various sources e.g., 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.

Parents of children entering reception classes will be notified by Derbyshire County Council if they have been successful in their application to the school. They will be told the "offer date" when making their application.

2. Admissions Priorities

Places at the school will be allocated if available within the school's Pupil Admission Number (PAN), which is 25.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the Governing Board 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. This includes 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 with Special Educational Needs and/or Disability
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.

* Please note that we welcome families of any faith and those who have no faith. The school does not operate selection based on church membership

Where in the case of 2, 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 Board. 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.

Mid-year applications can be quickly agreed by the school, if there is a place available at the time of application. The application forms will still need to be proceed to Derbyshire County Council (DCC). If no place is available, the application will be forwarded to DCC who may ask the school to re-consider the request. The school will then consider the appropriateness of accepting the child into a “full” year group.

4. Appeals against decisions

Where a year group has 25 pupils or more on roll, an application will be considered on a case by case basis e.g. if physical space is available in the classroom for the cohort impacted. This is to safeguard quality of education for all children and maintain a safe working environment. Should parents/carers wish to appeal against a decision they may do so by following DCC procedure.

5. Summer born children

DfE advice on the admission of summer born children:

[Admission of summer born children: advice for local authorities and school admission authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/admission-of-summer-born-children-advice-for-local-authorities-and-school-admission-authorities)

[Statement for local authorities, schools and admission authorities on the admission of summer-born children to school, from Baroness Barran, Parliamentary Under-Secretary of State for the School System - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/statement-for-local-authorities-schools-and-admission-authorities-on-the-admission-of-summer-born-children-to-school-from-baroness-barran-parliamentary-under-secretary-of-state-for-the-school-system)

Co-ordinated Admissions Scheme – Intake Timetable 2025- 2026

Action	Primary
Applications available from	03 November 2025
Closing date for applications	16 th January 2026
Applications exchanged with other local authorities	23 rd January 2026
Confirmation to own admissions authority schools of all applications available	13 th February 2026
Own admissions authority schools confirmed by ranking	6 th March 2026
1 st offer exchange with local authorities	13 th March 2026
Final offer exchange with other local authorities	27 th March 2026
Applications complete	3 rd April 2026
National offer date	17 th April 2026
Closing date for appeals	5 th June 2026
Community and Voluntary Controlled schools waiting list maintained until	13 th June 2026

Glossary of terms used

Community and voluntary controlled schools are funded by Derbyshire County Council with the headteacher and governing body responsible for running the school. The admissions policy is determined and administered by the county council.

Voluntary aided schools are jointly funded by Derbyshire County Council and a voluntary organisation, usually a church diocesan board. The headteacher and governing board run the school. The admissions policy is determined and administered by the governing board Catholic schools are voluntary aided schools.

Foundation schools are funded by Derbyshire County Council but responsibility for running the school rests with the headteacher and the governing board. The admissions policy is determined and administered by the governing board.

Academies are funded directly by central government and responsibility for running the school rests with the headteacher and governing body. The admissions policy is determined and administered by the academy trust.

All of the above schools are called **mainstream** schools.

Parent - the word parent extends to any person having parental responsibility for a child in accordance with the terms of the Children Act 1989.

Home authority – this is the authority where the child lives. For Derbyshire residents (excluding residents of Derby City) this is the Derbyshire Local Authority.

Normal admission round - is the specified period for admissions as relates to the relevant year group to which children are normally admitted to the school and runs from the start of the application process to the offer day.

Introduction

The Co-ordinated Scheme is an administrative process to make admission to school easier, more transparent and less stressful for parents.

In order to provide every parent with an offer of one place the Authority will be working collaboratively with the governing boards of voluntary aided, foundation and academy schools in Derbyshire and neighbouring local authorities (LAs).

Derbyshire Authority will be the only body to transmit an offer on behalf of all Derbyshire admission authorities to a Derbyshire resident of a single place at any Derbyshire school during the normal admissions round or at any other time.

The scheme for admission arrangements will not affect the duty of the governing board of voluntary aided, foundation and academy schools to set and apply their own admission arrangements.

Under this scheme the local authority responsible for the area in which the parent resides is known as the home authority.

Intake Admissions

The intake scheme for admission to school is a mechanism that seeks to ensure that every parent resident in Derbyshire who has applied for a school place for their child in the normal admission round receives a single offer of a school place on the same day.

Intake admissions in Derbyshire relate to the normal point of admission to the school. For infant and primary schools this is reception class, for junior schools it is year 3 and for secondary schools year 7. Schools in other authorities may operate different points of entry – see section I. The intake scheme will apply from the opening of applications for the round until the point at which the waiting lists cease to be maintained by the Authority.

A Applying for a school place

1. All applications from Derbyshire residents for admission to any mainstream school must be made on the common application form
2. Parents who reside in Derbyshire must use the Derbyshire common application form. Voluntary aided, academy, foundation and voluntary controlled schools may require parents to fill in other paperwork in addition to the common application form. This is called a supplementary form.
3. Where a supplementary form is received it will not be regarded as a valid application unless the parent has also completed the common application form.
4. Applications from parents not resident in Derbyshire must be made on the common application form available from their home authority.
5. Any Derbyshire school that receives an application directly must ensure that it is forwarded to the home authority.
6. Parents can state preferences for any combination of mainstream schools in Derbyshire or in the area of another authority.

7. Parents will be invited to state three preferences on the common application form for schools in priority order and give reasons for those preferred schools. Preference order will not be revealed to other admission authorities. Where other LAs offer parents more than three preferences, Derbyshire will not consider any preference lower than a third preference prior to the offer date.
8. In all cases the common application form must be received by the closing date in the specified timetable.

B Procedure

1. By the date specified in the timetable the Authority will notify other Derbyshire admission authorities and other LAs responsible for admission to any school stated on the common application form details of the applicants for their schools.
2. For all the preferences stated on any common application form received, the respective admission authorities will apply their published admission criteria.
3. Places will be offered up to the published admission number for each school. If an admission authority decides that it is able to admit above its PAN, it must notify the Authority in good time to allow the Authority to deliver its coordination responsibilities effectively.
4. By the specified date in the timetable the Authority will aim to:
 - (a) have completed a list of provisional offers for schools for which it is the admissions authority;
 - (b) have received confirmation from voluntary aided, foundation and academy schools that they have applied their criteria and ranked their requests accordingly.
5. By the date specified the Authority will aim to compare the lists from all schools in its area. Where it is the case that a child can be offered more than one provisional offer of a place, the parent will be offered the highest ranked of those provisional offers as determined by their stated priority order of preferences on the common application form.
6. Derbyshire LA then adjusts the list for any other school for which a preference was expressed by that parent, moving another child, who was previously not eligible to be allocated a potential place up the list to a provisional place, which has been vacated.
7. The above process is achieved via an auto allocation facility on the central admissions system which scans the entire database of pupils' provisional preferences and assigns their highest possible preference based on the rank order. Once a place has been allocated any lower preferences for each pupil will be withdrawn. Any higher preferences not offered will remain on a waiting list.
8. Auto allocation will traverse the database allocating and withdrawing places. At the end of the auto allocation process it will be possible to identify those schools which

have spare places or insufficient places and waiting lists for oversubscribed schools will be maintained.

C The offer of a place

1. If a child can be offered a place at more than one school then a place will be offered at the highest ranked school possible.
2. Derbyshire parents will receive a single offer of a school place on the specified offer dates in the timetable.
3. Non-Derbyshire parents requesting a place at a Derbyshire school will be notified of their decision by their home authority.
4. All offers of places at Derbyshire schools will be treated as accepted unless the parent contacts the Authority to advise that they have secured a place at an alternative school. This should be done within 10 school days.

D Unallocated preferences

1. Where the Authority cannot make a single offer for any of the preferences expressed by a parent resident in Derbyshire, a place will be allocated to the child at the normal area school (if places are available) or next nearest Derbyshire school, with places available, to their normal place of residence.

E Late applications (i.e. received after the specified closing date, but before the offer date)

1. Late applications received after the closing date will only be considered alongside other applications if the reason for the delay is considered exceptional (e.g. parent ill for some time or family returning from abroad) and documentary evidence is provided.
2. Any other applications will be considered as late and will not be dealt with until after places have been allocated to those who met the closing date.

F No applications received

Places will first be offered to those who have expressed a preference. Where no preference is expressed on behalf of a Derbyshire child for the junior or secondary intake rounds the Authority will allocate a place at the normal area school if places are available or at the next nearest school with places.

G Waiting lists

1. The Authority will establish a waiting list for all Derbyshire schools where the number of applications for those schools has exceeded the places available.
2. Names of children will automatically be placed on the waiting list for a school where it has not been possible to offer a place and they have given this preference a higher priority than the school at which they have been offered a place.
3. A vacancy arises only when the number of offers to a particular school falls below the published admission number (PAN), or in cases where admission authorities

have admitted above their PAN, below the maximum number of places offered for the year group (this excludes places secured through the appeals process).

4. Waiting lists will be established on the offer day and be maintained up to the end December. Voluntary aided, foundation and academy schools may maintain waiting lists beyond this date for intake years and for other school years if they wish.
5. Priority on the waiting list is determined according to the admission authority's published oversubscription criteria.
6. Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

H Right of Appeal

1. Any parent whose child is refused a school place has the right to an independent appeal.

I Applications to schools with different age of transfer

1. Where another admission authority operates a different point of entry, Derbyshire, as the home authority, will make an application available to any parent in its area who wishes to apply to a school in neighbouring area which operates a different age of transfer.
2. Where the application is for a school with an entry age over 11 this will be treated as an application for secondary school and the same timetable will apply.
3. Where the application is for a school with an entry age under 11 this will be treated as an application for primary school and the same timetable will apply.

A1 Applying for a school place

1. The Authority will provide a common application form for parents to apply for a place at any mainstream school in Derbyshire.
2. Voluntary aided, academy, foundation and voluntary controlled schools may require parents to fill in other paperwork in addition to the common application form. This is called a supplementary form.
3. Where a supplementary form is received it will not be regarded as a valid application unless the parent has also completed the common application form.
4. Applications from parents for schools outside Derbyshire should be made direct to the school or the local authority in whose area the school is located.
5. Parents will be invited to state up to three preferences on the common application form for schools in priority order and give reasons for those preferred schools. Preference order will not be revealed to other admission authorities.
6. Where a parent approaches a school direct and chooses to express only one preference for the school approached, if a place is available the school may verbally offer the place.

7. Where a parent approaches a school direct and there are either no places available and/or they wish to express preferences for more than one school then the parent should be advised to complete an application form.

B1 Procedure for schools participating in in-year co-ordination

1. Schools must notify the Authority of all verbal offers and refusals. The Authority will then confirm the decision in writing.
2. Where an application form is received by the Authority they will make available to all schools listed on the form full details of the application.
3. All applications will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the Fair Access Protocol.
4. Unless by prior arrangement, where schools notify the Authority in advance of the availability of places in each year group, no decision will be sent by the Authority without the school having considered the request.
5. Schools must consider requests with regard to their published admission number, the current number on roll and, in respect of infant and primary schools, key stage 1 class size limits. The school must inform the Authority of the availability of places and whether or not a place is available within 5 school days.

C1 The offer of a place

1. If a child can be offered a place at more than one school then a place will be offered at the highest ranked school possible.
2. Where a school has advised that a place is available they will be informed if the place is then the one to be offered or not to the parent.
3. Parents will receive a single offer of a school place.
4. All offers of places at Derbyshire schools will be treated as accepted unless the parent contacts the Authority or the school to decline the offer. This should be done within 10 school days.

D1 Procedure for schools not participating in in-year co-ordination

1. Where schools receive applications direct, they must notify the Authority of both the application and the outcome within 2 days of the decision being notified to parents.
2. Where an application form is received by the Authority, they will make available to schools full details of the application. Schools must notify the Authority of the outcome of the application within 2 days of the decision being notified to parents.
3. All applications received via the Authority will be subject to scrutiny to determine whether or not they meet the criteria for consideration under the Fair Access Protocol.

4. Schools must inform parents of the outcome of their application and, if the application is refused, of their right of appeal.
5. Where parents express preferences for more than 1 school the Authority will not apply the Co-ordinated Scheme to preferences for schools not participating in co-ordination and this may result in multiple offers or offers not being taken up by parents.
6. Schools are required to notify the Authority of the number of places available in each year group on at least a monthly basis in order for the Authority to provide information to parents.

E1 Unplaced children

1. Where no place can be offered to a Derbyshire child and the child has no current school place the Admission and Transport Team will ensure that a place is secured either through the appeals process, by the parent expressing further preferences or placement through the Fair Access Protocol where appropriate. This to be done in liaison with the Education Welfare Service.

F1 Waiting lists

1. The Authority will not maintain waiting lists for in-year admissions for community and controlled schools.
2. Voluntary aided, foundation and academy schools may choose to maintain waiting lists for in-year admissions. Priority on the waiting list is determined according to the school's oversubscription criteria.
3. Where voluntary aided, foundation and academy schools do maintain a waiting list it is the responsibility of the school to communicate with parents where places become available.
4. Parents already on the waiting list and wishing to place their child's name on the list for the next academic year should be advised to make a new 13 application in the term preceding the new academic year to update their application details and confirm their continuing interest.
5. Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

G1 Right of Appeal

1. Any parent whose child is refused a school place will be informed in the decision letter sent by the Authority or the admission authority of their right to appeal against the decision to an independent appeal.