



Admissions Policy

2024 - 2025

*Do not be afraid ... for the Lord your God is with you wherever you go.
(Joshua 1:9)*

Revision history

Version	Date	Changes	Author(s)
8	15/11/19	Altered dates for next year's incoming reception and to include details of 'In-year Applications'.	HS
9	20/01/19	Revised format of presentation to include new school logo.	HS
10	12/10/20	Admissions criteria 4 has had to be amended due to the Corona Virus lockdown restrictions and temporary closures of places of worship.	HS
11	24/05/21	Revised format of presentation to include new school motto. Added sections on: <ul style="list-style-type: none"> • Twins and multiple births • Deferred entry, summer-born or education out of normal age group • Fair Access Protocols 	HS
12	24/11/21	Following Diocese of Derby School Admissions Advice – September 2021; to meet requirements of the 2021 School Admissions Code	HS

Approval

Version	Date	Approver(s)	Minute number
7	16/07/19	Full Governing Body	GB 38/18
8	25/11/19	Full Governing Body	GB 60/19
10	12/10/20	Full Governing Body	GB 108/20
11	28/06/21	Full Governing Body	GB 70/21
12	24/11/21	Full Governing Body	GB 130/21
12	21/09/22	Full Governing Body	GB 24/22

Review period The maximum period between reviews of this document is annually.

Version	
12	Autumn Term 2023

Full consultation will next take place seven years from January 2019 (i.e. January 2026) providing no further changes are required to be made during this period.

Aims

- To give children and parents as much information as possible about Youlgrave, All Saints' C of E (VA) Primary School and the education we provide.
- To make each child's start happy and successful.
- To begin a lasting partnership with parents/carers.

Procedures

Derbyshire County Council (DCC) will provide information to all Derbyshire Infant and Primary schools to alert parents/carers of the need to apply for a Reception school place in the Autumn Term the year before their child/children are due to start school; and parents/carers are invited to look round school before confirming their choice. In addition, DCC mounts a County wide publicity campaign to raise awareness of the application procedure.

Further information is available at <http://www.derbyshire.gov.uk>

Deferred and Part-time Entry

At Youlgrave, All Saints' C of E (VA) Primary School, children may start school full time in the September of the 'school year' (September 1st – August 31st) they have their fifth birthday. The school year runs from 1st September to the 31st August.

All parents/carers are entitled to a full-time place for their child/children in the Reception class from September, but may defer entry until the beginning of the term after their child is 5 years old (i.e. when the child reaches compulsory school age); or until the beginning of the Summer term whichever is earlier. Children may attend part-time (mornings) until their child reaches/children reach compulsory school age. Parents /carers who have been offered a place at the school and wish to defer entry for their child/children; and /or attend part-time: must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term.

Where parents/carers of a **'summer-born' child (born 1 April – 31 August)** wishes their child to Start school in the Autumn term following their fifth birthday, the Governors will consider the request.

If parents/carers do not take up the offered place before the start of the Summer term of the school year of entry, then they would have to re-apply for a place in Year 1.

However, if parents/carers wish such a child to be educated 'out-of-year group' (i.e. in the Reception Year rather than Year 1) they may request this and should discuss it with the school as soon as possible. Such applications will be considered by the Governors on a case-by-case basis and in the best interests of the child. Each case will be judged on its individual merits but to admit

out of year group would require exceptional and extenuating circumstances and professional evidence, where available, explaining why the child's needs cannot be met in the chronological year group.

All such parents/carers should apply for their child's normal age group at the usual time and may submit a request for admission out of the normal age group at the same time.

The Governors will respond to this request prior to the offer of a place being made. If the request is agreed to the application can be withdrawn for that year before the place is offered.

If the request is refused, parents/carers may decide whether or not to accept the offer of a place for the normal age group, or refuse it and make an in-year application for admission into Year 1 for the September following the child's fifth birthday.

Where a parent's/carer's request has been agreed, they must make a new application as part of the main admissions round the following year.

Parents/carers do not have the right of appeal against a decision not to place the child in a year group outside their normal age group.

Education Out of Normal (Chronological) Age Group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's/children's normal age group. Decisions will be made on the basis of the circumstances of each case, the views of the Headteacher and in the best interests of the child.

Parents/carers must clearly state why they feel admission to a different year group is in the child's/children's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from School.

The published admission number (PAN) for our school is 14 in any one school year.

Twins and Multiple Births

Where the first twin or a multiple birth child has been offered the last available place the second twin or other sibling/s will be admitted to the school. In the case of Reception, Year 1 and Year 2 children they will be admitted as exceptions to the Infant class size rule.

In-Year Admission Arrangements

DCC (as part of the LA co-ordinated scheme) manages any in-year admissions arrangements for Youlgrave, All Saints' C of E (VA) Primary School.

Fair Access Protocol

The governors co-operate with the Local Authority's Fair Access Protocol for children who have been hard to place. The school will admit all pupils identified under the protocol above others on the waiting list even if the school is full.

Over Subscription Criteria

Children with an Educational Health Care Plan (EHCP) which names the school will be admitted.

Where the number of applications exceeds the standard number then the Governing Body will allocate on the following criteria:

1. Children who are in public care (Looked After Children*) or those who were previously looked after; including those who appear (to the admissions authority) to have been in state care outside England: but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.
(* Note: By 'children previously in state care outside of England' we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application; advice will be sought from the Local Authority's (LA's) 'Virtual School Head'.
2. Children resident within the civil parishes of Youlgrave, Middleton-by-Youlgrave and Harthill. (Maps of the parishes are available in the school office).
3. Siblings of pupils attending the school at the time of admission. For the purpose of this criterion, a sibling includes a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer or partner, children looked after or previously looked after. This doesn't include children temporarily living in the same house. For example, a looked after child in a short-term foster or bridging placement. In every case, the sibling must be living permanently in the same family home (at least Monday to Friday). A sibling must be on the roll of the named school at the time the younger child starts or have been offered and accepted a place.
4. **Children of whom at least one parent or carer has regularly* worshipped at the churches and chapels of Youlgrave and Middleton parishes for a period of at least 12 months prior to the date of application (* Note: 'Regular' means an average attendance of once per month and church attendance must be verified by a letter from the relevant priest, minister or churchwarden).**
5. Other children whose parents/carers have requested a place.

In the event that during the period specified for attendance at worship, the church (or, in relation to those other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship; the requirements of these (admissions) arrangements in relation to attendance: will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

If any of these categories are oversubscribed, the Governing Body will decide based on the shortest distance between the applicant's home and the main entrance of the school as measured by the council. The nearest to the school will be given priority. This distance 'tie breaker' will be in any of the five categories, if two or more applicants are equal in all other respects.

Children who are not offered a place will have their names entered on the schools waiting list in order of priority ranked by the admissions criteria. This waiting list will be maintained until January 31st of the following year.

If a place becomes available, it will be offered to the first pupil on the waiting list.

In the Spring term, letters are sent out from the Local Education Authority offering places. Once admissions are confirmed, we welcome each child and their family; through several transition activities and visits to Youlgrave, All Saints' C of E (VA) Primary School: over the Summer term prior to starting school.

Appealing Against the Decision of the Governing Body

Appealing against the decision of the Governing Body

Families that have been unsuccessful at obtaining a place have a right of appeal against the Governing Body. Letters of appeal should be sent to the Chair of Governors' c/o the school within 20 days of the date of the letter informing parents that they have not been offered a place for their child.

The school will send the letters of appeal to the Derby Diocesan Board of Education who will arrange for an independent appeal panel to hear appeals. The decision of the appeal panel is legal and binding on all parties.

Enquiries and Late Applications

Parents/carers must electronically apply for places at Youlgrave, All Saints' C of E (VA) Primary School via the DCC website; using the DCC Common Application form: including late applications.

We CARE
Welcoming all Community Achievement Respect Encouragement

The Headteacher will be very pleased to make arrangements to show parents/carers around the school and discuss all aspects of the school with them. For any enquiries about the admission procedures, please contact:

The Headteacher
Youlgrave, All Saints' C of E (VA) Primary School
Youlgrave
Derbyshire
DE45 1WN
Tel: 01629 636 289
Email: headteacher@youlgrave-allsaints.derbyshire.sch.uk