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Admissions Policy

2025/2026 Academic Year

Aims

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

Procedures

As a voluntary aided school, the Governing Body of Youlgrave, All Saints' C of E (VA) Primary School is responsible for the admissions policy and decisions on applications for admission to the school. This policy is reviewed and determined annually and written to comply with the [School Admissions Code](#) and [School Admissions Appeals Code](#).

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.

To apply for a place for September 2025, the parent/carer must complete the Local Authority's Common Application Form (CAF) available from the authority in whose area the child resides.

For the application to be considered as 'on time' the CAF must be submitted to your home Local Authority (LA) by 23:59 hours on 15 January 2025. The CAF may be completed and submitted using the home LA's online procedure, or as a paper form. Full details about the application process and information about the schools in the LA area are explained in the 'Composite Prospectus' document, which each LA must make available on 12 September annually. Further information is available at <http://www.derbyshire.gov.uk>

Applications received after the deadline set by the LA will be considered after places have been allocated to those applications received on time, using the over-subscription criteria as for on time applications.

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 1 September to the 31 August.

Parents and/or carers of children who are starting school for the first time will need to apply for a place in our Reception Class. The school is subject to a planned admission number of 14 and providing there are sufficient places available all children applying to start their reception year will be given a place.

All parents/carers are entitled to apply for 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

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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) wish their child to Start school in the Autumn term following their fifth birthday, the Governing Body 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.

If parents/carers wish their summer-born 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 Governing Body 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.

The Governing Body 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 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.

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 multiple birth sibling/s will be admitted to the school. Where the admission of twins or multiple birth siblings is to a class within Key Stage 1 (Reception, Year 1 and Year 2) they will be admitted as exceptions to the Key Stage 1 total number rule of 30 where necessary.

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 Governing Body co-operate with the Local Authority's Fair Access Protocol for children who have been hard to place.

Service Personnel & Crown Servants

Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, if the parents provide some evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home LA.

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 the Governing Body 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 attached as appendix one for information.
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, stepbrother or sister, or the child of the parent/carer or partner. This doesn't include children temporarily living in the same house. In every case, the sibling must be living

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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 has been offered and accepted a place.

4. Other children whose parents/carers have requested a place.

If any of these categories are oversubscribed, the Governing Body will decide based on the shortest distance between the main entrance of the applicant's home and the main entrance of the school as measured by the Local Authority's online distance calculation software. The nearest to the school will be given priority.

In the event that applicants for the last place(s) cannot be prioritised using distance as detailed above the Governing Body will use anonymous random allocation to decide which child(ren) will be offered the remaining place(s).

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 and will be updated and the children re-ranked as a child or children are added or removed.

If a place becomes available, it will be offered to the first pupil on the waiting list which is held by the School Business Officer in the school office.

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 the decision of the Governing Body

In accordance with the Admissions Appeals Code families that have been unsuccessful at obtaining a place have a right of appeal. 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 In-Year 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.

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:

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