



# Consultation Document for change to Published Admission Number (PAN) for Breadsall Hill Top Primary

## Admission Year: September 2021

As the Schools Adjudicator for School Admissions across Transform Trust schools, Steve Cox, Chief Finance Officer is opening consultation to reduce the PAN for Breadsall Hill Top Primary to 60. This would be for school admissions from September 2021.

There would be no changes to class sizes for cohorts already in school, and there are no other changes proposed in this document.

If you would like to comment on the consultation, please do so in writing to Claire Smith (details below), Admissions Coordinator for Transform Trust.

Written submissions must be received by **12noon on Friday 31<sup>st</sup> January 2020**

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# Breadsall Hilltop Primary

## Admissions Policy 2021-22



At Breadsall Hilltop Primary School we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the admission and appeals policy but for more information please go to: <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

For 2021-22 admissions we are opening consultation with stakeholders to reduce the Pupil Admission Number (PAN) to 60. The reduction is the only change proposed to the Admission Arrangements and therefore, from this point forward, the details in this document remain unchanged from previous years.

The school serves a catchment area but there is no automatic right to a place in our school.

### Applying for a Reception, Junior or Primary School in 2021

If you want to apply for the intake year of an Infant, Junior or Primary school starting in September 2021, you can make your application in November 2020 to make an application you can:

- **apply online** – it's quick and easy and lets you track the progress of your application
- apply by phone on 01332 642730 – this takes around 5 minutes and you will need to know the name of the school you are applying to
- apply using a paper form – telephone 01332 642730 to ask Derby City Council to send you one.

Closing date for applications 14th January 2021

If you make your application online, you will be able to access your decision on 15th April 2021 – National Offer Day. If you apply by phone or on a paper form your offer letter will be posted on 15th April 2021, second class. No decision will be given over the telephone.

**PLEASE NOTE:** The admission process for children and young people with a Statement or Education, Health and Care Plan is different. More information can be found on Derby CC Website here [website](#).

### Making an in-year application

If you want to make an application for a school in Derby City Council's area, you need to complete a Primary School in-year admission form. As the Council's Admissions service, we are responsible for co-ordinating all applications made for secondary school places.

Alternatively, you can complete the eform – it's quick and easy. If you want to apply using a paper form, you can telephone 01332 642726 to ask us to send you one.

### **How DCC process your application**

When you complete your application form you will have the opportunity to express preferences in rank order for up to three schools both in and outside of Derby City. You will also be able state your reasons for your preferences.

DCC will then process your application form according to how you have ranked your schools and you should receive a written decision from us within 15 working days.

### **School Admissions Criteria**

Below is the criteria for admissions at Breadsall Hilltop Primary School.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (Including children whom were in state care outside of England). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).
2. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission.
3. Other children living in the catchment area at the time of admission. The Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date
4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still 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 as stated on their application form.

6. Other children whose parents have requested a place.

7. Children whose parents did not request a place by the closing date.

### **Tie-breaker**

When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2021/22 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [www.derby.gov.uk/secapps](http://www.derby.gov.uk/secapps) or [www.derby.gov.uk/primapps](http://www.derby.gov.uk/primapps)

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

### **Letting you know our decision**

DCC will send you our decision which will be one of these three outcomes...

- School place is offered where your child meets the criteria for a place at the first preferred school.
- School place is offered where your child meets the criteria for a place at the second or subsequent highest ranked preferred school.
- Where it is not possible to offer you the highest ranked school, your child will be added to that school's waiting list and you are informed of how to appeal to the Independent Appeal Panel if you wish.

You can also track your application process online.

### **How do I appeal against Admission's decision?**

The Independent Appeal Panel is completely independent of the schools and the Council. They are able to take your family's personal circumstances into account and balance these against the school's admission criteria. The Panel's decision to allow or refuse an appeal is final.

### **Reasons we may refuse admission to a school**

All maintained schools and academies that have enough available places must offer a place to every child that has applied for one. However, this rule does not apply if one of the statutory reasons for refusal can be applied. The statutory reasons for refusal of admission are:

- **children who have been permanently excluded from school twice** - The obligation to comply with a parent's preference is removed for a period of two years from the date on which the latest exclusion took place.
- **children with challenging behaviour where a school has protection on admissions** - schools can refuse to admit a child if the child has challenging behaviour or has been previously excluded from school, or if their attendance is below a certain percentage.

### **Changing my child's school**

Moving to a new school is a very serious step to take. It can affect your child in many ways. If you are not moving address and are considering changing your child's school, it is important to consider whether a transfer is the best option.

Before deciding to move your child to another school, please consider the following carefully...

- Moving to a new school may not mean that a problem is solved - it can happen again and could be worse because your child will not know who their new teachers and other pupils are.
- Your child's needs may not be known to staff at the new school.
- How will your child cope with learning new rules and having to do things differently?
- There is the possibility of missing important work.
- If your child has brothers or sisters at the same school, transferring one child may affect the others.
- Will it be difficult for you to have children attending different schools?

Many things that worry parents and pupils can be sorted out without the need to move schools. We advise that you sit down with your child and ask them why they want to move to a different school. If they mention that



they are being bullied or not getting on with other pupils, you should speak to your child's teacher to try and resolve the situation. All schools in Derby have an 'Anti-Bullying Policy' that must be followed.

If, after speaking with the class teacher, you still are unhappy about the way the school is dealing with your concerns, you should make an appointment to speak to the Headteacher as soon as possible. You may also write to the Chair of the school's Governing Body.

If you live in our catchment area, and want to apply to change schools, you need to complete an [In Year Primary School Admissions Form](#).

### **Starting School – New Starters to Reception**

Before being admitted to the Infants, the children are given the opportunity to spend some time in the School to see their classroom and to visit their new class teacher.

Parents are also invited to meet with the Head teacher and staff, giving you the opportunity to discuss any concerns you might have regarding your child's admission to school.

### **Starting School – In year starters**

Before being admitted to school we encourage parents to visit the school with their child to have a tour and meet their new teacher and class. This will also give parents/carers a chance to complete admission forms for school and inform us for any medical or dietary issues. Once complete we admit pupils on the first Monday after forms have been completed and we will inform parents of this date.

### **Nursery (Foundation Stage 1) Admissions**

#### **Waiting List**

To join our Nursery parents first need to put their child's name onto our Nursery waiting list. Do this as soon as possible by filling in an application form, which is available from the School Office or from the Nursery.

#### **Nursery Admissions**

We aim to admit children to the Nursery as soon after their third birthday as possible. However, this varies according to the number of places available at the time. It may not be possible to admit every child who applies for a place. Your child may be offered one of four options please see below, depending on availability and we do need to see his/her birth certificate before a Nursery place is offered. Most of our children join the Nursery in the September after their third birthday.

The nursery has 30 places. These are awarded to children in accordance with The City of Derby's Admission Policy; priority being given to those children considered to have special needs.

Children transfer to the Infant classes during the Autumn Term in the year in which their fifth birthday occurs. The Nursery offers places in 2 different ways:

1. All day Monday, Tuesday and Wednesday am
2. Wednesday pm and all day Thursday and Friday

#### **Transfer to Reception/Infant school**

In the Autumn term, as the application window opens, we will inform parents they need to apply for a reception place to start in the September of the year their child turns five. Parents must apply to the Local Authority for a place in their chosen school or schools. Wherever possible we will support with completion of application forms and support with transition to Infants.