

# CHELLASTON FIELDS SPENCER ACADEMY

## DETERMINED ADMISSION ARRANGEMENTS - 2022/2023

### **1. Admissions Authority**

The admissions authority for Chellaston Fields Spencer Academy is The Spencer Academies Trust. The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy.

### **2. PAN**

The Published Admission Number (PAN) for Chellaston Fields Spencer Academy for 2022-2023 is 30 pupils in Foundation Stage 2 (Reception).

### **How to apply and when decisions are made**

Applications for first admission into year Reception must be made through the child's home local authority (the area where the child lives).

For Derbyshire residents this can be found on the Derbyshire County Council website at <https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Applications should be completed by the closing date of 15<sup>th</sup> January for applications as stated in the Derbyshire County Council Coordinated Admissions Scheme.

All other applicants must apply to their home local authority (the area where the child lives).

Parents will be notified of the outcome of applications on National Offer Day, which is 16<sup>th</sup> April 2022, or the next working day.

For applications into other year groups, see the section on in year applications

### **3. How late applications are treated**

Any applications received after the closing date, including changes of preference, are considered as late applications and will be processed after all on-time applications unless there are exceptional circumstances which must be made clear at the point of application, with supporting evidence, and before places are allocated.

### **4. 'Normal' Area**

Chellaston Fields Spencer Academy has a defined 'Normal Area' (sometimes referred to as 'catchment') area, details of which are available on the website.

The fact that a child lives within the 'Normal Area' does not guarantee a school place. See section on Admission Oversubscription criteria.

### **5. Admission Oversubscription Criteria for reception.**

In accordance with the School Admissions Code, Chellaston Fields Spencer Academy operates within the Derbyshire Coordinated Admissions Scheme. We do not currently require additional information to consider your application fully.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan (EHCP) which names the school:

1. Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school.
2. Children who are looked after by a Local Authority and previously Looked After children (see definition)

3. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have siblings attending the school at the time of application and admission.
4. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the school's website. Children living on the boundary line will be considered to be living within the normal area.
5. Priority will next be given to siblings of pupils who are already on roll at the school at the time of the admission but not living in the normal area. For the purposes of this criterion, siblings shall include children brought up in the same household.
6. Other children who live out of the normal area.

#### **6. Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to the school in a straight line, i.e as the crow flies. Distances are measured from the main entrance to the school front gate to the home address point.

In the event of two distances being equal, lots will be drawn and the process will be independently verified by someone independent of the school.

#### **7. In Year Applications**

Chellaston Fields Spencer Academy participates in Derbyshire's non-statutory In Year Admissions Scheme.

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

#### **8. Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Parents/carer should submit a request in writing to the Principal as early as possible for consideration by the Admissions Authority. We follow the advice of Derbyshire County Council and set a closing date for this of 31 March so that applications are considered before National Offer Day.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Principal will also be taken into account

Where we agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child's parents would have to re-apply for the following reception year and may not secure a place depending on their criteria and demand, the application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of our determined admission arrangements only, including the application of oversubscription criteria where applicable.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### **9. Deferred entry for infants**

Admission authorities must provide for the admission of all children in the September following their fourth birthday. Where a place has been offered: a) that child is entitled to a full-time place in the September following their fourth birthday; b) the child's parents can defer the date their child is

admitted to the school until later in the school year; and c) where the parents wish, children may attend part-time until later in the school year.

### **10. Right of appeal**

If your child is not allocated a place then you have a statutory right of appeal. Details of how to do this can be found in the letter refusing your application.

### **11. Waiting lists**

Where an application has been refused because the number of applications received has exceeded the number of places available, waiting lists will be maintained from offer day (for admission to the intake year) or, for in-year applications, the date when the application was refused.

Applications are only placed on the waiting list for a school where they have been refused a place and where it is ranked above a preference that has been allocated.

Priority on the waiting list will be determined by reference to the admission criteria and not by the date an application was received.

Waiting lists are maintained in partnership with Derbyshire County Council until 31<sup>st</sup> December of the intake year.

Inclusion on a waiting list does not mean that a place will eventually become available.

### **12. Repeat applications**

Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child.

### **13. Fraudulent or misleading information.**

Where the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place may be withdrawn.

Where a child has started attending the school on the basis of fraudulent or intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where the place or an offer has been withdrawn, the application will be reconsidered and the usual statutory right of appeal made available if a place is subsequently refused

### **14. Definitions (new section)**

- **Attending school** is taken to be on roll at a school for the purposes of admissions.
- **Looked after and previously looked after.** 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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Home Address** The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the

foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought by the governing body. **The evidence should prove that a child lived at the address at the time of the application.** Informal arrangements between parents will not be taken into consideration

- **Parents** For school admissions the school will consider the following as parents:
  - the mother of the child
  - an adoptive parent
  - the father of the child where he was married to the mother either when the child was born or at a later date
  - the father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
  - any other person who has acquired 'parental responsibility through the courts
- **Siblings:** For school admissions the school will consider the following as sibling:
  - a brother or sister who share the same parents
  - a half-brother or half-sister or legally adopted child living at the same address as the child
  - a child looked after by a local authority placed in a foster family with other school age children
  - stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.