

Egginton Primary School

Admissions

Date	Review Date	Coordinator	Nominated Governor
September 2025	September 2026	J. Cunningham	TBC

This policy is a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 2018
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

Children are legally entitled to a place in school at the beginning of the term after their fifth birthday. The Governing Body of Egginton Primary School has considered Derbyshire County Council's (DCC) admission criteria and has adopted the policy whereby children will be admitted full time as follows:

- *A child whose fifth birthday falls on or between 1st September and 31st August may start school in September.*

Parents can however, request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010. We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that relate to this policy.

Admissions Procedure

Priority for admission to the school are on the following criteria:

- 1) Individual pupils who have an Education Health Care plan which names the school will be admitted providing that the school is able to meet their needs as set out in the Education Health Care plan.

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- 2) A current '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 those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. 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.
- 3) Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
- 4) Children living in the normal area served by the school at the time of application and admission
- 5) Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
- 6) Other children whose parents have requested a place

In the case of criteria 3, 4, 5 or 6, choices must be made between children satisfying the same criteria, and preference will be given to those children living nearest to the school (measured by straight line distance).

Individual pupils who have learning difficulties and/or physical or sensory impairment and whose special educational needs can best be met in the school will be given priority where so determined by the LA in consultation with the Governing Body.

Procedures: Application for places

Admissions are dealt with by the Local Authority. Parents must complete an online application form to apply for places at all Derbyshire schools (link below). The form enables parents to express their preferences, by naming the schools they are applying to; giving reasons for their application and listing their choice of schools in priority order. All forms need to be submitted to the Admissions Department at Derbyshire County Council (closing date to be confirmed for current year). Places will then be allocated according to the school's published admissions criteria.

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

Decisions will be made as soon as possible after March in each academic year and are sent out to parents by email around the middle of April.

Definitions:

Living in the normal area

This is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required such as a council tax or utility bill, or sale / rental agreements. The county council reserves the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information. Please note a place cannot be guaranteed for any child, even those living in a school's normal / local area

Brother or sister

The term brother or sister includes:

- a half-brother and/or a half-sister
- a legally adopted child being regarded as a brother or sister
- a step-brother and/or step-sister residing in the same family unit

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Route measurement

- The Children's Services Department has a Geographic Information System (GIS) to measure the straight-line distance. It is measured by a standard straight-line distance calculated to within 2 metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

School preference

Parents have a legal right to express a preference for which school they want their child to go to. This isn't the same as being able to choose. Where they have told DCC of a preference for a particular school and there are places, they will try to offer a place at that school. However, there is no automatic right to a place at a particular school and it may not always be possible to offer a place at a particular preference. Parents have the right to [make a school admission appeal](#) if they are unhappy with the offer made.

Changing schools in-year

Parents may want to apply for their child to change schools other than when they are due to start primary, junior or secondary education. This could be because of a change of address.

If parents want to apply for a place at a school in Derbyshire, view the guidance about [changing schools](#).

If parents want to apply for a place at a school in another council area, they should contact the council where the school is located in the first instance.

Contact Details

email: admissions.transport@derbyshire.gov.uk

Tel: [01629 537479](tel:01629537479)

Write to:

Admissions and Transport Team
Children's Services
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ

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1. Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice to improve this policy.

Responsibility for the Policy and Procedure

2. Role of the Governing Body

The Governing Body, as the admissions authority, has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring, and evaluation of this policy.

3. Role of the Headteacher

The Headteacher will:

- ensure all prospective parents are fully aware of the:
 - ☐ admissions criteria;
 - ☐ how to apply;
 - ☐ appeal process;
 - ☐ role of the admissions committee.

4. Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful by following the procedure as set out in the letter received from the local authority/the school;

5. Raising Awareness of this Policy

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Headteacher reports to the Governing Body;
- Email

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6. Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe that this policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

7. Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment, and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

8. Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the governors.

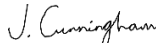
A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

9. Linked Policies

- Data Protection and the General Data Protection Regulation (GDPR)
- Equality & Diversity
- Inclusion

We believe this school policy:

- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making;
- is designed to influence and determine all major decisions;
- stems from the school's vision and objectives

Headteacher:	 J. Cunningham	Date:	09/09/2025
Chair of Governing Body:	 A. Farrow	Date:	01/10/2025