

Chellaston Infant School



Determined Admissions Arrangements for 2026 - 2027

Chellaston Infant School is a 5-7 mixed infant school.

1. Reception Admissions – applying for a school place in the normal admissions rounds for children starting infant school. These admissions are handled by the local authority.

1.1 Applications to Reception will be determined by the published admission number (PAN). This is the number of children who can be admitted into Reception and preferences are agreed until the PAN Reception has been reached. Chellaston Infant School's PAN is 60.

1.2 To apply for a place at Chellaston Infant School, an application **MUST** be made via the Local Authority in which you live. For most applicants this will be Derby City Local Authority. Derby City Local Authority will then in turn notify the school about ALL applicants. The Headteacher will then invite you into school for a pre-admission meeting. We advise that you visit the school before applying for a place, please contact the school office on 01332 700298.

2. Applications

Chellaston Infant School participates in the coordinated admissions process for pupils starting school via Derby City Council

All information is available at <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/admission-arrangements-policies/>

Parents/carers are required to apply on a common electronic application form. The form to use is available from the **home local authority within which the family address is located**. These are found on the county council website.

3. Admission Oversubscription Criteria

When an academy is oversubscribed, after the admission of children who have a Education Health and Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in priority order.

The linked school is Chellaston Junior School

3.1 Children looked after by a local authority and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3.2 Children of members of staff where the member of staff has been employed on a permanent contract at the school for one or more years at the time at which the application for admission to the school is made; and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (Note – this applies to all staff employed by Chellaston Infant and Junior Schools and is part of our commitment to recruit and retain the very best staff

3.3 Children who live in the catchment area and, at the time of admission, have a sibling attending the infant school or linked junior school.

3.4 Other children who live in the catchment area at the closing date for applications.

3.5 Children who do not live in the catchment area served by the school but who have siblings* of compulsory school age attending the infant school or the linked junior school at the time of their admission.

3.6 Children who do not live in the catchment area served by the school.

3.7 If places remain beyond criteria 3.5, then these will be allocated on proximity to the school measured 'as the crow flies' from the entrance to the child's home to the principal entrance of the main administrative building of the school.

In event of oversubscription in any of the categories, proximity to the school measured 'as the crow flies' from the entrance of the child's home to the principal entrance of the main administrative building of the school will be used as the determining factor.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted

4. Special Circumstances

The following groups of students will be given special consideration for a particular place.

4.1 Children whose particular medical needs, mobility support needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the academy is the only school which could cater for the child's particular needs. **The evidence must be presented at the time of application.**

4.2 The governing body will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criterion:

'Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol 66. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and must be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with an Education, health and Care Plan (EHCP) or Education, Health and Care Plan naming the school in questions as these children must be admitted.'

5. Applications outside the normal year of entry (in-year applications)

All applications made outside of the normal year of entry should be made directly to the school and will be administered by the governors. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

6. Waiting List

Where a school is oversubscribed, a waiting list will be in operation. The waiting lists will be held and managed by the Governors of the school and remain open whilst the number of places in the year group is full, or until 31st January each year. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

Definition of terms

Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented or has experienced ill health. For First Admissions, parents considering delaying their child's admission should submit their request alongside their formal application for a school place that is made to the child's home local authority by the closing date (15th January for Reception age/year 3 places).

The school, as the admission authority, is responsible for making the decision about which year group a child should be admitted to and designated offers will consider the circumstances of each case, the child concerned and take account of the views of the headteacher. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's 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 for not being born prematurely.

Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application.

Catchment Area

This includes our catchment area, which has remained unchanged for many years. A map of the catchment area can be downloaded from:

<https://maps.derby.gov.uk/webmap/Map.aspx?MapName=PublicMaps>

Coordinated admission scheme for first admission to Infant school

All applications for places in the normal year of entry are made on the Common Application Form.

Applications must be made through your home local authority. For entrance to the school in September 2026 the closing date of the coordinated admission scheme is 15th January 2024 and places are allocated on 16th April 2026. Outcomes are communicated to parents by the child's home local authority on National Offer Day, 16th April or the next working day where this falls at a weekend

Fair Access Protocol

Chellaston Infant School participates in Derby City Council's Fair Access Protocol

Late applications

Late applications are those submitted after the closing date for the Derby City coordinated admissions scheme (<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions>) and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required. When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list

Looked after children 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 who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), including those children who the admissions authority determine, based on the evidence provided, that were in state care outside of England, but who were then adopted. 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.)¹⁻⁵

Measuring Distance 'As the Crow Flies'

Applications are managed under the coordinated admissions arrangements and distance is measured using software available to the Local Authority.

Parent/Parental Responsibility

The person making the application must hold parental responsibility. Chellaston infant School considers the parent to be:

- The mother of the child
- 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
- An adoptive parent
- Any other person who has 'acquired' parental responsibility through the courts; evidence of this may be required
- Authorisation may also be given for another person to speak on the parent's behalf.

Residence

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 a foster parent(s) may be used. If a child's parents live at separate address, the address where the child permanently spends at least three 'school' nights (that is, 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 the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

Changing Address

If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address.

If a child moves after the closing date but before the offers have been made, The Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day, we will update the address for waiting list purposes if we haven't been able to offer you your preferred school.

If a child changes address after the National Offer Day and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

Sibling

The governors define sibling as being those children who share the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child.

Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. In these circumstances, if a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place. This process will be supervised by someone independent of the school.

Waiting List

Where a school is over-subscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by the governors of the school. The position on this waiting list will be determined by the school's published over-subscription criteria.

Withdrawing an offer of a place

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.

Special Circumstances

The following groups of students will be given special consideration for a particular place.

- Children whose particular medical needs, mobility support needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the academy is the only school which could cater for the child's particular needs. **The evidence must be presented at the time of application.**
- The governing body will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under 'special circumstances' will take precedence over all but the first numbered criterion:

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appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children. The use of this provision will depend on local circumstances and must be described in the local authority's Fair Access Protocol. This provision will not apply to a looked after child, a previously looked after child or a child with an Education, health and Care Plan (EHCP) or Education, Health and Care Plan naming the school in questions as these children must be admitted.'

It should be noted that 2.10 of the Admissions Code of Practice makes it clear that admission authorities must not provide any guarantees to applicants of the outcome of their application. In accordance with 2.10 of the Admission code of Practice our governors make no promise or commitment to any family that a place can be offered for their child and this statement supersedes anything we may have previously published or been quoted as saying.