

## **ADMISSION TO CHELLASTON FIELDS SPENCER ACADEMY**

Parents have a legal right to express a preference for which school they want their child to attend. This is not the same as being able to choose, but means that if a parent expresses a preference for a particular school and there are places available, then a place should be offered a place at the school. However, in law there is no automatic right to place a child in any particular school and it may not be possible to offer a place at the preferred school.

### **CHILD STARTING SCHOOL FOR THE FIRST TIME IN 2023**

If your child was born between 01 September 2018 and 31 August 2019, they will be eligible to start school in September 2023.

Applications can be made for a Primary School place between November 2022 and January 2023. Please visit the Derbyshire County Council's website, using the link below, for more information and to make an application.

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

### **IN YEAR ADMISSION**

Chellaston Fields Spencer currently has Reception, Year 1, Year 2, Year 3 and Year 6 pupils only with a planned admission number of 30 pupils. If there are already 30 pupils in the class and an application is made, this will be rejected by the local authority. There is an appeals process should parents/carers wish to challenge a decision to refuse entry.

If you do not live in Derbyshire, you must apply through the council covering the area in which you live.

If you are moving to Derbyshire and would like your child to move to Chellaston Fields Spencer Academy (in our open year groups) at any other than the normal admission/transfer time, you will need to apply for an in-year admission. You can apply by telephone 01629 537499, email: [admissions@derbyshire.gov.uk](mailto:admissions@derbyshire.gov.uk) or online using the link below.

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

### **ADMISSION OF PUPILS WITH SEND**

Chellaston Fields Spencer is an inclusive school that welcomes all children. Children with additional needs will be subject to the same admission arrangements as other pupils within the community and, if places are available, accepted and support to the best of our ability. Children with Statements or EHCPs are placed in school through the statement/EHCP process and offered a place automatically if we are the named school.

### **OTHER YEAR GROUPS**

From September 2023, we will be open to Reception, Y1, Y2, Y3 and Y4 pupils.

It will have 210 children when full, with 30 children in each class from Reception to Year 6.

### **LEAVING THE SCHOOL**

If your child is leaving the school e.g. moving area, then please tell the Principal the following information:

- i) the date your child is leaving the school
- ii) the name of the school that your child will be attending and their start date
- iii) the family address (if you are moving house)

## **OVERSUBSCRIPTION CRITERIA**

When the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school.
2. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
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 brothers or sisters attending the school.
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 catchment 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 catchment area.

## **TIE-BREAK**

If there is a tie-break at any point through stages 3 to 5, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Children from multiple births will both/all be admitted if they meet this criteria.

## **LATE APPLICATIONS**

All applications received by the local authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **DEFERRED ENTRY FOR INFANTS**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **WAITING LISTS**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **APPEALS**

You have the right to appeal a decision that has been made. Please visit the link below.

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>

## **NOTES**

**Home address:** The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. Parents are expected to consult with each other and agree on the school application, delays may affect the availability of places at the school. Once a school place has been offered, any disagreement on the child's placement will be a matter for the parents to resolve.

**Sibling:** 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

# CHELLASTON FIELDS CATCHMENT AREA

