



Derby City Council

To all parents of children born between
01 September 2019 and 31 August 2020,
who live within the boundary of Derby City

Our ref	Reception 2024/25
Contact	Mr. R Norman
Email	robin.norman@derby.gov.uk
Tel	01332 956988
Minicom	01332 640666
Date	1st November 2023

IMPORTANT INFORMATION ABOUT YOUR CHILD'S ADMISSION TO INFANT/PRIMARY SCHOOL IN SEPTEMBER 2024

Your child is due to start school in September 2024. The City Council is required by law to co-ordinate applications on behalf of all schools within Derby City with the exception of independent and special schools. You have the right to express up to three preferences in the order you prefer. You can make an application online at www.derby.gov.uk/primary and **click on** 'Reception or Junior School' option. If you complete an online application you must not submit a paper one as well. If you want to make a paper application, please call 01332 956988.

We must receive your application **by 15 January 2024**. Late applications received after this deadline will not be considered until all other on time applications have been determined. If you do not make an application, your child will not be allocated a place at any school.

If you do not receive an acknowledgement letter or email it means that we have not received your application. **You must receive an acknowledgement for your application to be considered.** If you hand in your application form at a Nursery School, you are still responsible for making sure you get an acknowledgement. If you do not get an acknowledgement within two weeks, please contact us on 01332 956988.

Please think very carefully about your preferred schools and **we urge you to include your catchment area school** as one of your preferences. **Preferences cannot be changed after 15 January 2024** unless you have moved home into a different catchment area. Allocation of a place will be based on your current address. Things may change if you move before September 2024 and **you must let us know if your address changes** at which time we would tell you what proof we would need to see. We do not accept informal living arrangements with family or friends unless there are very special circumstances for which proof would be required.

If your child will have an older brother or sister [sibling] attending one of your preferred schools, please put their name and date of birth on the application. The criteria for deciding how places are offered for all schools are detailed in the Primary Admissions Handbook 2024-2025 and at www.derby.gov.uk/primary

School Admissions, People Services Directorate, The Council House, Corporation Street, Derby, DE1 2FS
www.derby.gov.uk

To view Derby City Council Privacy Notices please visit derby.gov.uk/privacy-notice



Types of Infant and Primary Schools

Academy, Aided, Trust, Free Schools – the School Governing Body is responsible for deciding to offer or refuse a school place based on their own admissions criteria. **If you apply on grounds of religious faith**, you should request a 'Supplementary Information Form' direct from the school. Completed **Supplementary Forms must be returned direct to the school(s) by you**. These forms are not application forms but are important. They are required by the schools so that they can assess which criteria your application falls into, for example, if your child is baptized Catholic.

Community Schools - the Council is responsible for making the decision to offer or refuse a school place using the Council's admission criteria

Applying for Schools outside Derby City

If you wish to apply for a school outside Derby City you will still need to do this on Derby City's online application system.

Offering Places

We cannot give decisions over the telephone. If you applied online, you will be able to find out which school has been offered on **16 April 2024** - 'National Offer Day' by logging onto your account. *If you apply by telephone/paper form, you will need to wait for the decision to arrive by letter posted out second class on 16 April.*

If you have been offered your first preferred school, all applications ranked lower will be withdrawn. If you have been offered your second or third preferred school, your child will be placed on the waiting list[s] for your higher preference schools and you will be offered the right to appeal to the Independent Appeal Panel.

If none of your preferred schools have been offered, your child will be allocated a school place at the catchment area school for your home address – if places are still available – or the next nearest Derby City School with places available. Your child will be placed on the waiting list of all refused schools and you will be offered the right of appeal for each school separately.

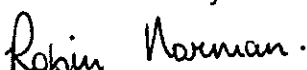
Free Travel

We will only arrange free travel to the nearest school if your child has been allocated a school place outside the statutory walking distance of 2 miles measured by shortest walkable route and you made an on time application for your catchment school and schools within 2 miles. If you choose to send your child to a school that is further away even though we can offer a place at a school within the walking distance, you will be responsible for any travelling expenses.

New Primary School – Oak Grange Academy

This school on the Snelsmoor Grange housing development opened in September 2023 and you could choose it as a preference. The school is located off Field Lane in Alvaston.

Yours sincerely



Primary Admissions Officer

Applying for a Reception Primary/Infant School Place for September 2024

If your child was born between 1 September 2019 – 31 August 2020 and you pay your Council Tax to Derby City Council, then you can apply to the City Council for an infant or primary school place.

- You only need to make one application for up to three schools and they can be schools outside Derby City.
- The closing date for applications is **midnight on 15 January 2024**. If you apply after this deadline, it may reduce your chances of getting a place at your preferred school as late applications must be considered after all on time applications.
- You can check your catchment area at www.derby.gov.uk/primary
- Schools hold open evenings for parents to look around and speak to teachers; contact the schools for more information.
- When making your application you should consider how your child will get to school as you are responsible for getting them there on time. Information on school transport is available in the Primary Admissions Handbook at www.derby.gov.uk/education-and-learning/schools-and-colleges or 01332 642716.
- If your child has an Education Health Care Plan (EHCP) you need instead to contact Derby City Council's Special Educational Needs and Disabilities (SEND) Team on 01332 643616 to apply.

How Do I Apply?

We prefer you to apply online at www.derby.gov.uk/primary

If you apply online, you will receive an email to confirm your application has been received and it can be amended anytime until downloaded/the closing date of **15 January 2024**. Remember to make a note of your username and password.

When you apply, **you need to give the address you are living at, not one you intend to live at.**

Changing Address

If moving house means your catchment area changes, we will need to see proof that this is your main residential address. A main residential address is where **your child lives at the time of application and admission**. In cases where children share residency of parents at different addresses, we will take the main address as the one from which parent receives Child Benefit. If this information is inconclusive, the Council may request further information.

We need this information to prevent school places being gained fraudulently. Admissions Authorities do have the right to withdraw the offer of a school place if it is found that it was obtained on the basis of a fraudulent or intentionally misleading application, up to one term after admission. If, after one term, it is found that the place was obtained in this way, any brothers or sisters of the child will not benefit from 'sibling priority'. We cannot consider informal living arrangements unless there are very special circumstances, for which we will need to see proof.

We need to see proof of change of residency including the end of tenancy or sale of the original property and tenancy agreement or proof of purchase for the new property; for example a solicitor's letter confirming completion and Council Tax Bill. If this information is inconclusive, the Council may request further information.

What happens if:

I move before the closing date? You will need to provide proof that you were resident at that address before the closing date and your application will be assessed from that address.

I move after the closing date but before National Offer Day? We will initially re-assess your application from your old address to see if you would still have been offered the place. Once the decisions have been made on National Offer Day, we will update your address for waiting list purposes if we have not been able to offer your preferred school.

I move to a new address after National Offer Day and want to keep the school place offered? We will re-assess your application from your new address, to see if you would still have been offered the place and let you know the decision.

I own more than one property? If you own a property within 20 miles of the school(s) stated on your application, the property closer to the school may not be accepted even if the other property is rented out to someone else. If this information is insufficient, or inconclusive, the Council may request further information.

I am new to the City? If you move into the city and cannot show proof as outlined above, the residency will be calculated using the furthest point to the city boundary from the school applied for.

IMPORTANT: We measure distances from home to school by straight line using national Ordnance Survey Set Points. If you move further away than the last person offered, we may have to withdraw the school place. Any application received after 16 April 2024 will be treated alongside on time applications for waiting list purposes, with any places allocated according to each school's admission criteria and not according to the date the child was added to the waiting list.

What happens next?

- We process all of the applications dealing with those received by the closing date first.
- If a school has more applications than places available, places are offered according to the criteria given in the Primary Admissions Handbook 2024 - 2025.
- Most schools in Derby have catchment area criteria and children living in the area are given a higher priority when places are being offered.
- **Schools outside Derby City** - If you have applied for any school places outside of Derby, we will provide details of your application to the relevant Council who will decide whether a place can be offered and we will inform you of their decision on Offer Day 16 April.

What happens if I am not offered the school I want?

If we cannot offer a place at any of your chosen schools your child will be allocated a place at the catchment area school if places are still available – or the next nearest school with places available.

Your child will automatically be placed on the waiting list for any school you listed as a higher preference than the one you were offered. You can appeal against the decision and we will advise you how. Local Authorities are not able to guarantee the availability of school places at any school, even for schools where siblings attend. The Council must allocate school places strictly in line with the Published Admission Arrangements of the school and cannot take individual family circumstances into account.

Important Dates

- **1 November 2023** - opening date for applications.
- **15 January 2024** - closing date for applications. Applications made after this date will be late and considered after all on time applications.
- **16 April 2024** - If you applied online you will receive an email detailing your offer or view the offer in your account. The email will be sent to the email address you used to register your account. All other applications made not online will receive an offer letter sent Second Class on this date, which can take up to a week to arrive.

No decisions can be given over the telephone.

Criteria

The following criteria are used for all Community Schools and most Academy Schools. [The criteria for Academy and Trust schools can be found in the Primary Admissions handbook].

- Children who are looked after or previously looked after by a local authority (including outside of England) in accordance with Section 22(1) of the Children Act 1989.
- Children who are living in the catchment area served by the school and also have brothers or sisters* of compulsory school age attending the school at the time of their admission.
- Other children living in the catchment area at the time of their admission.
- Children who do not live in the catchment area served by the school, but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by 15 January 2024.

Pupils who have an Education Health Care Plan (EHCP) will be given priority admission over all others, if the Council considers a particular school can best support their needs.

*We class a brother or sister who must live at the same address, as having one or both natural parents in common, related by a parent's marriage or are adopted or fostered. Cousins are not classed as brothers or sisters.

Important note: For children who meet the same criteria, we will give priority to the child living nearest the school measured by a straight line from the home address to the school using the National Ordnance Survey setpoints.

Deferring Entry to Reception? You still need to apply as above but see the notes in the Primary Handbook under 'Starting School' and 'Deferred Admission'.

Contact	Phone Number	Email/Web Address
Education Welfare	01332 641448	www.derby.gov.uk
Free School Meals	01332 640444	freeschoolmeals@derby.gov.uk
School Admissions	01332 956988	admissions@derby.gov.uk
Special Educational Needs and Disability Information, Advice and Support Service	01332 641414	sendiass@derby.gov.uk

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 640000** or **derby.gov.uk/signing-service/**

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 956988** ਜਾਂ **derby.gov.uk/signing-service/**

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 956988** lub **derby.gov.uk/signing-service/**

Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 956988** alebo na stránke **derby.gov.uk/signing-service/**

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم **01332 956988** یا **derby.gov.uk/signing-service/** پر ہم سے رابطہ کریں



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The Council House Corporation Street Derby DE1 2FS
www.derby.gov.uk