



# Horsley and Mapperley Federation of Schools

## Admissions Policy

Date plan last reviewed: September 2025

Signed by:

\_\_\_\_\_ Headteacher Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors Date: \_\_\_\_\_

## **Introduction**

The governing board of Horsley and Mapperley Federation of Schools applies the regulations on admissions fairly and equally to all those who wish to attend our schools. The School Standards and Framework Act 1998 introduced a new School Admissions Code in December 2014. This code conforms to the regulations that are set out in that Code and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **Aims and objectives**

We are church schools that are inclusive and welcome children from all backgrounds and abilities.

Parents of all children, whether resident in the school catchment area or not, who wish to apply for a place for their child in Reception Year should apply through the central systems organised by the Local Authority.

As voluntary controlled schools, when applications for admission exceed the number of places available, the admissions criteria for community and voluntary controlled schools will be applied by the Local Authority.

Individual pupils who have an Education, Health and Care Plan which names the school will be admitted.

## **Horsley and Mapperley Federation of Schools Admissions Statement**

In deciding on admissions for all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

1. Looked After Children and all Previously Looked After Children including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (Internationally Adopted Previously Looked After Children (IAPLAC)).
2. 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.
3. Children living in the normal area served by the school at the time of application and admission. Admissions Policy DCC.
4. 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.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds.\*\*\*
6. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line) will be given preference. \*\*\*\*

### **How parents can apply for their child to be admitted to our school**

The school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our schools. The regulations for entry to school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

There is one admissions date per year, early in September (i.e at the start of the school year). Therefore, parents who would like their child to be admitted to this school at the beginning of the academic year should ensure that they complete the necessary application form and return them in accordance with Derbyshire's Coordinated Admissions Scheme Intake Timetable – details of which are available at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions).

### **Admissions appeals**

If we do not offer a child a school place, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. Independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

If the appeal panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practise on School Admissions Appeals, which came into force in February 2012)

### **The Published Admission Number**

The standard number is the number of children the school can admit. The standard number for our Horsley CE Primary School is 100 and for Mapperley CE Primary School is 54. We keep this under review and the governors will apply to change the number if circumstances allow.

## **Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

The school will follow the LA's coordinated scheme for matters such as waiting lists, late applications, appeal dates etc. Individual pupils who have a statement of special educational needs which names the school will be admitted.

Definitions (taken from Derbyshire County Council's "How to apply for a primary school place")

\*Living in the normal area 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 e.g. council tax/utility bills, 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 area.

\*\*The term brother or sister includes: (a) a half-brother and/or a half-sister (b) a legally adopted child being regarded as a brother or sister (c) a step-brother and/or step-sister residing in the same family unit

\*\*\*Parents seeking a place at a voluntary controlled school on religious grounds need to have a supplementary form completed by a Minister, Priest or Pastor or Religious leader if the child is a member of another Christian Church or world Faith, who know the family and can confirm regular attendance at public worship (Regular worship is defined as attendance at public worship at least once a month). The form is available from Derbyshire County Council and should be returned to the Admissions and Transport Team. Baptismal certificates, where appropriate, should also be supplied. Exceptional circumstances will be considered if explained in writing by the relevant religious leader.

\*\*\*\*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 two metres. The location of the home address is the Delivery Point Address (normally the house front door) which is sourced from the PAF (Postal Address File) component of Address Base. 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 schools.

**Date of Policy approval:**  
**Next review date: Sept 2023**

<b>Reviews</b>		
<b>Changes &amp; recommendations:</b>	<b>Reviewed by</b>	<b>Date</b>