

To All Infant, Junior and Primary Schools

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Date: April 2024

Admissions to Infant, Junior and Primary Schools - 2024/2025 Academic Year

The allocation process for the 2024/2025 intakes is now complete. Apologies for the delay in completing allocations, this is due to late notification of offers for Derbyshire children from neighbouring authorities which has an impact upon our final allocations.

Details of those children who will be offered places at your School on National Offer Day (16 April) will shortly be available on the Schools Access Module (SAM) via SchoolsNet. May I take this opportunity to remind you that this information must remain **strictly confidential** until after National Offer Day to ensure that all parents receive the offer of a school place at the same time. All offers will be notified to parents on 16 April 2024. Parents who gave an email address on their application will be informed by email of the outcome of their application. Parents who applied by telephone, on a paper form or gave no email address or for junior transfer made no application at all will be sent a letter second class on 16 April so please allow for these letters to be delivered.

If you are one of the primary schools who we contacted about preferences for year 3 places as part of the junior transfer process and you confirmed that you have vacancies in the year group, you will also need to view the 2024/2025 junior intake round on SAM for any year 3 children allocated to your school.

Please note that prior to the national offer date of 16 April no applications can be refused until you have reached your PAN or agreed admission number and whilst we maintain waiting lists up until 31 December 2024, we will continue to offer places in reception year until you reach your PAN or agreed admission number.

You should be able to download the information as an ATF file and import it directly into your school's management information system - please contact the School Support Team on 01629 536789, should you require assistance with this.

You may want to hold off from downloading the file until the majority of changes resulting from withdrawals and/or new offers are included. You do of course have the option to export the information into excel for class planning and mailing purposes etc.

If your school was undersubscribed your list may include some children for whom either none of their preferences could be met or no preference form was received. In accordance with the Coordinated Admissions Scheme, the Authority has allocated these children a place at either the normal area school (if places are still available) or the next nearest school with available places. Please note that children in these groups, along with those who have given your school as a 2nd or 3rd preference are more likely to withdraw from the place at a later stage. You can see in the using the magnifying glass option in Total Applications on SAM if any of the allocations for your school have not given you as their first preference. If you require further information on this, please contact the Admissions and Transport Team by email admissions.transport@derbyshire.gov.uk

In accordance with the School Admissions Code, the Authority will maintain the waiting lists for all oversubscribed schools until 31 December 2024 and you will, of course, be notified of any changes (i.e., withdrawals and/or new offers) as they occur. Should you be approached by a parent seeking a place or notifying you that they wish to withdraw, please direct them to the Admissions and Transport Team who will deal with their request through the Coordinated Scheme. Similarly, if after September a child leaves the year group, please advise the Admissions and Transport Team so that the place can be refilled from the waiting list as appropriate.

The 1993 Education Act requires applications on behalf of pupils with Education Health Care Plans (EHCP) to be dealt with separately, although still within the context of the school's Published Admission Number. I have been advised by the SEN Section that they are consulting on the appropriateness of your School for the pupils with an EHCP included on the list. Should you be aware of any pupils with EHCPs not included, please contact the Admissions and Transport Team. If at the end of the consultation process, the Local Authority does not intend to name your School on a pupil's EHCP, any resulting available place will be re-allocated from the waiting list.

Parents unable to obtain a place at the school they want will be advised of their right to appeal against the decision to an appeal panel independent of the school and the Authority. Appeals can be made online at www.derbyshire.gov.uk/admissions or alternatively appeal forms may be obtained by e-mailing admissions.transport@derbyshire.gov.uk. The closing date for appeals for decisions notified on 16 April 2024 will be Wednesday 15 May 2024.

Schools which are their own admission authority should note that the School Admissions Code also requires admission authorities to publish their appeals timetable each year on their website by the end of February. It is recommended appeals received by 15 May should be heard by 17 July 2024.

The decision email/letter sent to parents informs them that the school their child has been allocated a place at will contact them to confirm the starting arrangements. The School Admissions Code requires places must be made available for all children in the September following their fourth birthday. The revised Code of December 2014 also states that parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age but not beyond the beginning of the final term of the school year for which the application was made. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

If before a child starts your school in September you are informed of a change of address from the one shown on SAM, please inform the Admissions and Transport Team immediately.

If you have any other queries relating to the admissions process, allocation of places etc., please contact the Admissions and Transport Team by email at admissions.transport@derbyshire.gov.uk

Admissions and Transport Team