



LEARNERS' Trust

Admission Arrangements 2027-28

Brookfield Primary School

Admission Arrangements are reviewed annually by the Board of Trustees of LEARNERS' Trust.

Approved by Chair of Trustees		Date:
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Admissions Arrangements for Derby Schools Within The LEARNERS' Trust Entry to School 2027/28

Admissions Authority: LEARNERS' Trust

*Admissions to LEARNERS' Trust schools within Derby are controlled by the Board of Trustees and administered on behalf of the Trustees by Derby City Council

Name of School	Pupil Admission Number (PAN)
Brookfield Primary School The Hollow Mickleover Derby DE3 0BW Tel: 01332 516 459 Email: BPSAdmin@learnerstrust.org	The agreed PAN for FS2 (Reception) in September 2027 is 30

School Admission Arrangements

These arrangements comply with the legal and statutory requirements set out within the School Admission Code (2021). The Board of Trustees is the Admissions Authority for all LEARNERS' Trust schools. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Derby City Council on behalf of the Trustees.

The Local Authority Admission to Primary School 2027 booklet contains information on all schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application.

The Admission to Primary School 2027 booklet is available to view online:

<https://www.derby.gov.uk/media/derbycitycouncil/content/documents/education/schooladmissions/determined-admissions2023-24..pdf>

A hard copy of the booklet can be posted to parents/carers on request by telephoning the Local Authority Admissions Team on [01332 642730](tel:01332642730) or email: admissions@derby.gov.uk

Closing Date for Receipt of Applications

For Admission to an Infant, Junior or Primary School in September 2027, the Government has deemed that the National Closing Date for receipt of applications will be 15th January 2027. Parents/carers should submit their Primary school application by this date.

How to Apply for a Primary School Place

Parents* of children resident in Derby MUST apply via Derby City Council

Derby City Council operates an online admissions service to enable parents to apply for their preferred school(s) via the Authority's website:

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/primary-school-admissions/reception-junior-place/#page-1>

Telephone [01332 642730](tel:01332642730) Email admissions@derby.gov.uk

*However, for a looked after child, the application must be submitted by the social worker via their Local Authority responsible for the child's care rather than the foster carer.

Admissions Criteria

1. A current 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. 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.
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
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. Other children whose parents have requested a place

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

Notes

Where the published admission number for the school is likely to be reached, in the event of any oversubscription within any criterion preference, priority will be given to children who live nearest to the school as the crow flies. Distance measurements are calculated using GIS which applies seed points as determined by Ordinance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used. In the event of two distances being equal, lots will be drawn by a representative independent of the admission Authority. Where applications are received for twins, triplets, siblings born in the same academic year etc. these will be treated equally as there is nothing within the admission criteria to distinguish between them. Places will be allocated in accordance with the Admission Authority's co-ordinated admissions schemes for Primary schools. In assessing preferences, the Local Authority will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Admission of children outside their normal age group

Families may seek a place for their child outside of his/her normal age group under various circumstances such as ill health, if the child is gifted and talented or when the child has experienced problems.

Catchment area

Information on the catchment area for the school can be obtained on the Local Authority website at: <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/primary-school-admissions/find-nearest-primary-schools/>

- a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

- b) Places will be allocated based on your residential address. Therefore, you must notify the Admissions Authority in writing if you change address. You may be asked to provide proof of residence (e.g. utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
 - brother/sister to be permanently resident at the same address.
 - stepbrother/stepsister to be permanently resident at the same address.
 - half-brother/half-sister to be permanently resident at the same address.
 - brother/sister who do not live at the same residence but, who share the same parents.
 - child of the parent/carer's partner to be permanently resident at the same address.
 - adopted brother/sister permanently resident at the same address
 - foster brother/sister resident at the same address

- d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, Admission Authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission Authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

Waiting Lists

1. We will establish a waiting list for all our Derby schools where the number of applications for those schools has exceeded the places available.

2. Names of children will automatically be placed on the waiting list for a school where it has not been possible to offer a place and they have given this preference a higher priority than the school at which they have been offered a place.
3. A vacancy arises only when the number of offers to a particular school falls below the published admission number (PAN), or in cases where admission authorities have admitted above their PAN, below the maximum number of places offered for the year group (this excludes places secured through the appeals process).
4. Waiting lists will be established on the offer day and be maintained up to the end December. Voluntary aided, foundation and academy schools may maintain waiting lists beyond this date for intake years and for other school years if they wish.
5. Priority on the waiting list is determined according to the admission authority's published oversubscription criteria.
6. Children allocated to a school in accordance with the Fair Access Protocol must take precedence over other children on the waiting list.

In-year Admissions – Transferring school during the School Year

In-year admissions relate to applications by parents to move their child to another school other than at the normal point of entry, for example: following a change of address. These are also known as 'casual' or 'admissions outside of the round'.

The revised version of the 'Schools Admissions Code' which came into force in December 2014 removed the requirement for local authorities to co-ordinate in-year admissions for the offer year 2013 to 2014 and all subsequent years. The code does however still require:

- local authorities provide on request information to parents about the availability of places in schools within its area, and provide a suitable form for parents to complete when applying for a school place at any school (2.21)
- own admission authority schools to, on receipt of an in-year application, notify the local authority of both the application, and its outcome, to allow the local authority to keep up-to-date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place (2.32)

Further information is available on the Local Authority website:

<https://www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/primary-school-admissions/>