



## **Admissions Policy**

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Parents/carers wishing their children to be admitted to St Peter's School need to apply directly to Children and Young People's Services at Derby City Council, The Council House, Corporation Street, Derby DE1 2FS. The Council sends on all applications to the School Governors.

### **Year 3 Admissions**

The applications must be submitted to Children & Young People's Services at the Council. The Council then submits a list of potential applicants to the school.

The Governors Admissions-Committee will meet to consider all applications and the Council will write to parents about the Governors' decision.

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or Educational Health Care Plan where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below.

In considering applications the Governors will, within the planned admission limit of 64, take into consideration the following factors, in order of priority:

1. A 'Looked after Child' or child who was previously looked after but immediately after being looked after, became subject to an adoption, residence, or special guardianship order. 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 (see the definition in section 22(1) of the Children Act 1989)
2.
  - i) Children of regular worshippers\* at the Parish Church of St Peter who live within the parish
  - ii) Children of regular worshippers\* at the Parish Church of St Peter who live outside the parish
  - iii) Children of regular worshippers\* at other parish churches where the church has no church-aided schools
  - iv) Children of regular worshippers\* of other Christian denominations who live within St Peter's Parish, as defined by the Churches Together\*\* for Britain and Ireland.
3. Children who have a brother or sister\*\*\* attending the school in years 3 to 5 at the time of application
4. Children of parents who reside in the Parish of St Peter's, Littleover
5. Children of parents not resident in the Parish, but who are attending Carlyle Infant School at the time of application

6. Children of parents not resident in the parish of St Peter's, Littleover
7. Any other children will then be considered for places should these be available.

All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. Admission of pupils above the Net Capacity would be prejudicial to the quality of education to existing pupils.

If the Governors have to make a choice between children with cases of equal strength (*category 1 – 5*), we will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the home address to the school entrance on Thornhill Road (DE23 6FZ) using the National Ordnance Survey set points. Note. The 'home address' is the address the child resides in at the time of application and at the time of admission, and in the case of split households, as shown by who receives the Child Benefit.

For category 6 and 7, we will allocate places in the same order of priority as for categories 1 to 5. Where children in category 6 and 7 have the same priority, we will allocate places to those living nearest to the school, measured by a straight line. The line will be measured from the home address to the school entrance on Thornhill Road (DE23 6FZ) using the National Ordnance Survey set points. Note. The 'home address' is the address the child resides in at the time of application and at the time of admission, and in the case of split households, as shown by who receives the Child Benefit.

***Tie-breaker - In the unlikely event the two distances are equal, the place will be allocated using an independently verified random allocation process.***

The Governors reserve the right to refuse or withdraw places offered to children if the parents/carers have been found to provide the school misleading, or false information on their application form to gain entry.

The school returns the list of children accepted according to the above criteria to the Council who then informs both the successful and the unsuccessful applicants. The Council will also inform unsuccessful applicants of their right to appeal.

The Council will keep a waiting list of unsuccessful applications in order of priority ranked by the admission criteria. The waiting list will be maintained until the 31 January of the following year.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **In Year Applications**

The Council deals with applications for places received after the relevant allocation date for pupils entering Year 3, and those children applying for a place in Years 4, 5 and 6. If the number of pupils in a year group is below the Net Capacity the pupil must be admitted (unless the pupil concerned has been permanently excluded from two or more schools). If, however, the number of existing pupils in the year group concerned is at or above the Net Capacity the pupil should not be admitted, and parents must be informed of their right to appeal.

### **Appeals**

Within 20 school days of receiving a letter of refusal the parent/carer has the right to appeal. Parents/Carer wishing to appeal against the Governors refusal to admit a child should write in the first instance to:-

The Chair of Governors  
St Peter's C.E. (Aided) Junior School  
Thornhill Road  
Littleover  
Derby  
DE23 6FZ

On receiving an appeal to the Governors decision, the case notes and all correspondence will be forwarded to the Diocesan Director of Education and arrangements will then be made for an independent panel to consider the appeal.

The independent panel will hear evidence from the school and the parents/carers of the child. They will then make a binding decision and inform both parties in writing. If the appeal is upheld, the school must make arrangements to admit the child with no undue delay.

### **St Peter's School Catchment area is designated to be:-**

#### **The Northern Boundary**

Extends along the south side of the A5250 (Burton Road, Pastures Hill and Rykneld Road), from the Warwick Avenue traffic lights down as far as Rykneld Way.

#### **The Eastern Boundary**

Includes the area outside the A5111 Derby Ring Road from the Burton Road, Warwick Avenue traffic lights down to Valley Road only, and follows through to the Northern boundary of Ridgeway Infant School.

#### **The Southern Boundary**

Extends from Field Rise and includes part of Moorways farm, part of Prize farm and part of Hill Pastures farm.

#### **The Western Boundary**

Extends from Halls Pastures farm to Rykneld Way at the bottom of Rykneld Road.

A map is available from school if clarification of the catchment area is needed.

\* Regular worshippers: This means one parent/carer attending at least once a month for at least the 12 months prior to application, a Priest or Minister must confirm this in writing.

\*\* Churches Together in Britain and Ireland are:

- Cherubim and Seraphim Council of Churches
- Church of England
- Church in Wales
- Scottish Episcopal Church
- Church of Ireland
- The Baptist Union of Great Britain
- Council of African and Caribbean Churches
- Evangelische Synode Deutscher Sprache in Grossbritannien
- Congregational Federation
- Undeb Yr Annibynwyr Cymraeg (Union of Welsh Independents)
- Lutheran Council of Great Britain
- Methodist Church
- Methodist Church in Ireland
- Wesleyan Holiness Church
- Independent Methodist Churches
- Armenian Orthodox Church
- Greek Orthodox
- Exarchate of Orthodox Parishes of the Russian Tradition
- Romanian Orthodox Church
- Coptic Orthodox Church
- Council of Oriental Orthodox Churches of the United Kingdom and the Republic of Ireland. Member Churches:
  - \* Armenian Apostolic Church
  - \* Coptic Orthodox Church (incorporating the British Orthodox Church)
  - \* Ethiopian Orthodox Church
  - \* Eritrean Orthodox Church
  - \* Indian Orthodox Church
  - \* Syrian Orthodox Church (incorporating the Malankra Syrian Orthodox Church)
- Apostolic Pastoral Congress
- Church of God of Prophecy
- International Ministerial Council of Great Britain
- Joint Council of Churches for All Nations (JCCAN). Member Churches:
  - \* Building of the Temple (Ecclesia of God)
  - \* Latter Rain Outpouring Revival Church
  - \* Pentecostal Church of God
  - \* The International City Mission Church
  - \* Pentecostal Church of Jesus Christ Inc
  - \* Church of God in Christ United
  - \* Mount Zion Holiness Church
  - \* New Way Pentecostal Fellowship
  - \* Faith Restoration Outreach Ministry
  - \* New Testament Assembly Christian Centre
  - \* Pentecostal Assembly

\* Pentecostal Church of God (Leyton)  
New Testament Church of God  
New Testament Assembly  
Church of Scotland  
United Reformed Church  
United Free Church of Scotland  
Presbyterian Church of Wales  
Roman Catholic Church in England and Wales  
Roman Catholic Church of Scotland  
Roman Catholic Church of Ireland  
Mar Thoma Church  
Moravian Church  
Religious Society of Friends (Quakers)  
Religious Society of Friends in Ireland  
Salvation Army

\*\*\* For the purposes of admissions, we class a brother or sister as having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. A brother or sister must be living at the same address. Cousins are not classed as brothers or sisters.

The School Admissions Policy for St Peter's CE (VA) Junior School was approved by Governors on Wednesday 17 January 2018