



# Grampian Primary Academy

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e-mail: [admin@grampian.derby.sch.uk](mailto:admin@grampian.derby.sch.uk)  
Website: [www.grampianprimary.org.uk](http://www.grampianprimary.org.uk)  
Headteacher: Mrs. M. Murfin



National 'Outstanding Winner'  
21<sup>st</sup> Century Learning Alliance Award

## GRAMPIAN PRIMARY ACADEMY ADMISSIONS POLICY

1. This document sets out the admission arrangements for Grampian Primary Academy. The policy links to Annex 1 of the Supplemental Funding Agreement between Grampian Primary Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

2. The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the local governing body acting on behalf of CST Schools Trust. Grampian Primary Academy will take part in the Admissions Forum set up by Derby City Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Derby City LA.

3. Notwithstanding these arrangements, the Secretary of State may direct Grampian Primary Academy to admit a named pupil to Grampian Primary Academy on application from a Local Authority. Before doing so the Secretary of State will consult the School.

### ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE

4. The admission arrangements for Grampian Primary Academy for the year 2020/2021 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) Grampian Primary Academy has an agreed admission number of 30 pupils. Grampian Primary Academy will accordingly admit 30 pupils in the relevant age group each year if sufficient applications are received.
- b) Grampian Primary Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Grampian Primary Academy will inform Derby City LA and reference this change on the school's website. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.



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## Process of application

5. Applications for places at the School will be made in accordance with Derby City Local Authority's co-ordinated admission arrangements and parents will complete the Derby City LA Common Application Form. Grampian Primary Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Derby City LA.

Please note that, to be considered for admission during the **normal admission round (November 2019 to January 2020)** and during the **late admission period (February 2020 to end of August 2020)**, all applicants must complete and submit the Derby City LA's **common application form**, including *Grampian Primary Academy* as one of their preferences. The School will also provide information to the Local Authority for inclusion in the composite prospectus, as required. Where an applicant applies from **September 2020 onwards** for a place for admission between September 2020 and end of Summer term 2021, **this will be an 'in-year' admission and parents must apply to Derby City Council for a place**. Parents can obtain information and an application from the LA.

- a) September – The School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- b) September/October 2019 – The School will provide opportunities for parents to visit the school.
- c) November 2019 to January 2020 – Parents complete the Common Application Form and these should be sent to Derby City Local Authority.
- d) April, 2020 - Parents receive notification of their child's allocated school

## Consideration of applications

6. Derby City LA will consider all applications for places. Where fewer than 30 applications are received, the LA will offer places to all those who have applied.

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## Procedures where Grampian Primary Academy is oversubscribed

7. If the Academy is oversubscribed, after the admission of pupils with a Education and Health Care Plan (EHCP) where the Academy is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

i) A 'looked after child' or a 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).

ii) Children who are both living in the catchment area served by the school and have brother or sisters of compulsory school age still attending the school at the time of their admission.

iii) Other children in the catchment area, with priority for admission given to children who live nearest to the Academy as measured by computer software by Derby City Council.

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home address of whoever receives the Child Benefit will be counted as the child's home.

iv) Children who do not live in the catchment area served by the school but who have siblings of compulsory school age still attending the school at the time of their admission.

v) In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.

vi) Other children whose parents have requested a place.

vii) Children whose parents did not request a place by the closing date.

**Tie-break:** In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used. A person independent of the Academy will be asked to supervise any random allocation.



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## Operation of waiting lists

8. Subject to any provisions regarding waiting lists in Derby City Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Grampian Primary Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Derby City Local Authority and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Arrangements for appeals panels

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Derby City LA. The arrangements for Appeals will be in line with the Code of Practice on Academy Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on Academy Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

## Arrangements for admitting pupils to other year groups, including to replace any pupils who have left Grampian Primary Academy

11. Subject to any provisions in the Derby City Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.



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## Summer Born Children

12. Grampian Primary Academy will consider parental requests for summer born children to be admitted to Reception rather than Y1 at the age of 5. Parents must apply for a Reception place in the child's normal age group at the usual time (i.e. whilst at nursery, before January 2020). At the same time, parents must make their application for admission out of the normal age group (for the following year) at the same time.

Parents will be informed of the Academy's decision before April 2020. This will enable the parent to withdraw their application for the normal age group if their application for deferment is agreed, or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in year application for admission to Y1 for the September following the child's fifth birthday.

On receiving a parental request for a summer born pupil, the Academy must consider the local context, and question if their pupil numbers can accommodate the pupil in nursery until they start Reception, and will the child miss out Reception and go straight to Y1

Advice on summer-born children, Gov.uk-DFE (Adobe pdf file)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Last updated:** \_\_\_\_\_

**Review date:** \_\_\_\_\_

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