



**Ashbrook Junior School**

**Admission Arrangements & Appeals Policy**

**Date**

Reviewed by Governors

November 2022

## Admission Arrangements and Appeals Policy

At Ashbrook Junior School we follow the policies and procedures as set out by Derbyshire County Council Admissions. Below is a summary of the admission and appeals policy but for more information please go to:

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

The current Published Admission Number (PAN) for Ashbrook Junior School is 50.

### To make an application you can:

- <http://www.derbyshire.gov.uk/> - it's quick and easy and lets you track the progress of your application
- You can apply by phone. Ring Call Derbyshire tel: 01629 533190. The contact centre is open between 8am and 8pm, Monday to Friday, and Saturdays 9:30am to 4pm.
- If for some reason you're unable to make an application either online or through Call Derbyshire, please email [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

### When to make an application

If your child was born between 1 September 2018 and 31 August 2019 you'll need to apply for a primary school place between 7 November 2022 and the closing date of 15 January 2023 for them to start in the 2023 to 2024 academic year.

#### 7 November 2022

[Apply online](#) or by phone by ringing Call Derbyshire tel: 01629 533190.

#### Midnight on 15 January 2023

The Local Authority must have received your preferences by this date - either online or by phone. It doesn't matter how early you apply as long as you apply by the closing date.

#### 17 April 2023

If you have applied online the Local Authority will email your offer on this date or you can log on to the Derbyshire County Council website to get the result. If you don't have an email address, the offer letter will be posted to you, second class, on this date.

#### 17 May 2023

The closing date for submitting an appeal in relation to Derbyshire schools if you're not happy with the school allocated to your child.

#### 14 July 2023

Appeals are normally heard by this date.

#### September 2023

Children start school. The school your child has been offered a place at will be in touch with you about the exact date.

## **School Admissions Criteria**

The standard admission number for Ashbrook Junior School is 50.

In the event of oversubscription, the following criteria will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational need or education, health and care plan (EHCP) which names the school:

1. Pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school.
2. Children who are looked after by a Local Authority and previously Looked After children (see definition)
3. Priority will next be given to children living in the normal area served by the school at the time of application and admission who have siblings attending the school at the time of application and admission.
4. Priority will next be given to children living within the normal area at the time of application and admission. A map of the school's normal area is available on the school's website. Children living on the boundary line will be considered to be living within the normal area.
5. Priority will next be given to siblings of pupils who are already on roll at the school at the time of the admission but not living in the normal area. For the purposes of this criterion, siblings shall include children brought up in the same household.
6. Other children who live out of the normal area.

### **Tie breaker for oversubscription criteria in any year group**

In the event of oversubscription, within each of the criteria, priority will be given to children who live nearest to the school in a straight line, i.e as the crow flies. Distances are measured from the main entrance to the school front gate to the home address point.

In the event of two distances being equal, lots will be drawn and the process will be independently verified by someone independent of the school.

### **Appeals for admission to Ashbrook Junior School**

If the number of requests exceeds the standard admission number and a child is refused a place, parents can appeal against the decision to an independent appeal committee.

For further information regarding appeals please follow the link below.

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>

Appeals will be heard in the Summer Term.