



Castle View Primary School

Admissions Arrangements

These arrangements have been reviewed by the Local Governor Committee and have been impact assessed in light of all other school policies and the Equality Act 2010.

Signed Jake Sinetos

Position: Chair of Governors

Date: 26/02/2024

Review Date: February 2025

Minute Number: ELB.1.02.24

How to apply for a place at Castle View Primary School

Parents / carers considering application to Castle View Primary School are most welcome to visit the school by appointment.

Admission arrangements for 2025/2026

Castle View Primary School is part of the Queen Elizabeth Grammar School Multi Academy Trust (QEGSMAT) and as such they are the Admissions Authority for the school. Derbyshire County Council administer the admissions on behalf of the Trust.

To find full details of the admissions process and how to apply for a place for your child at Castle View Primary School please contact Derbyshire Admissions:

<https://www.derbyshire.gov.uk/education/schools/school-places/primaryadmissions/primary-infant-and-junior-school-admissions.aspx>

Pupil Admission Number (PAN)

Castle View Primary School is able to admit 40 children per year.

The School's normal area

Derbyshire County Council hold information on a school's normal area. Please use the link to check whether your postal address is within the school's normal area.

<https://www.derbyshire.gov.uk/education/schools/school-places/normal-area-schoolsearch/find-your-normal-area-school.aspx>

Admission Criteria

Individual pupils who have a statement of special educational needs or an education, health and care plan (EHC) which names Castle View Primary will be admitted, if the school can offer the appropriate resources to meet the child's needs fully.

If the total number of preferences for admission to the Academy exceeds the Published Admission Number (PAN) and the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement/ Education Health and Care Plan (EHCP), priority for admission will be given to those who meet the criteria set out below, in order:

1. 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 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. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and 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.

Please note Proof of residency will be required. Where a child lives with one parent and partly with another member of the family, the home address will be considered to be the residence where the child spends at least three nights of the school week each week.

Within each category, children living nearest to the school would be given priority using the same method of measurement as used locally by the Local Authority. The county council has a Geographic Information System (GIS) to measure a straightline distance between the home address and school. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is again taken from the postal address file and will be the centre of the school.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The School is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the School immediately.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places, then that place is likely to be withdrawn.

Waiting List

Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admission criteria. The waiting list will be maintained until the 31st January of the following year. If a place becomes available, it will be offered to the first pupil on the waiting list.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late

preferences will be considered only after those that were made before this point. A late application does not affect the right of appeal or the right to be placed on the Academy's waiting list.

Deferred Entry

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of children outside their normal age group

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or had experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1st April and 31st August) may request that the child be admitted out of their normal age group, e.g. to reception rather than year 1.

Parents should apply in the normal admission round and also submit a written request addressed to the chair of governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. When such a request is made, the governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parents. If the request is agreed, parents should then apply for a place in the Reception class in the September following the child's fifth birthday in the normal admissions round for that year. There is no right of appeal against a decision relating to admission out of chronological age.

Admissions documentation

Castle View Primary School is fully committed to meeting its duty of care relating to safeguarding new and existing pupils.

If you are offered a place at the school by the admissions team, parents / carers *may* be required to provide the following evidence, if the school is unable to establish identity by other means:

- A full birth certificate for the child (Compulsory for all EYFS admissions before your child starts school)

- Parental proof of identity (Full UK drivers licence/birth certificate or passport)
- Proof of identity of the carer and legal documentation to evidence care status (where a court order has been provided)

All evidence must be checked by the school office staff before a pupil starts at Castle View.

Admissions from non UK citizens but who are European Economic Area (EEA) residents

All those entering the UK as EEA residents and wishing to apply for a place at the school must apply via Derbyshire County Council Admissions Team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Birth Certificate for the pupil
- Passports / national ID card for parents/carers/pupil

Admissions from non UK residents and are not European Economic Area (EEA) residents.

All those entering the UK as non EEA residents (non European) and wishing to apply for a place at the school must apply via Derbyshire County Council Admissions team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Birth Certificate of the child
- Passports for parents/carers/pupil
- Evidence that residency is not 'short term', for example residency notice, work or student visa

All documentation must be original. Photocopies/print outs or emails will not be accepted.

The school retains the right to consult the relevant authorities if it is not satisfied that the admissions arrangements have been fully met. Where this is the case, this may result in a delay or refusal to admit by the headteacher.

Further guidance on the admissions process can be found following the links below:

To apply for a place at Castle View Primary School, as well as access a parents' guide to primary admissions

<https://www.derbyshire.gov.uk/education/schools/schoolplaces/primaryadmissions/primary-infant-and-junior-school-admissions.aspx>

<https://www.derbyshire.gov.uk/education/schools/schoolplaces/normal-area-school-search/find-your-normal-area-school.aspx> [areaschoolsearch/find-your-normal-area-school.aspx](https://www.derbyshire.gov.uk/education/schools/schoolplaces/normal-area-school-search/find-your-normal-area-school.aspx)

To make arrangements for changing Schools and in-year admissions.

<https://www.derbyshire.gov.uk/education/schools/schoolplaces/changingschools/changing-schools.aspx>

To appeal against a decision if you are told that your child has not been offered a place.

If you are not successful in being offered a place at Castle View Primary School, you have 20 school days to appeal against the decision. An independent panel will be constituted to hear Admissions Appeals QEGSMAT will arrange all appeal hearings <http://www.qegsmat.com/>