

<b>Document Name</b>	Admissions Policy
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# LONS INFANT SCHOOL

## ADMISSIONS POLICY

We believe that all children should have the opportunity to care for the world and each other, learn together and have fun doing so.

Our curriculum promotes high expectations and offers children a rich experience, promoting their understanding of the world beyond the school environment.

Children's well-being and happiness is at the heart of all we do. We provide first hand learning experiences that inspire children to develop supportive relationships, strong interpersonal skills and independence. We celebrate diversity and promote respect for our own, and the wider community.

Through our cross-curricular approach, children make links in their learning and become creative, critical thinkers.

Teamwork and a sense of responsibility are essential in achieving the positive attitudes that are needed for future learning and success.

## Admissions Policy

This policy is for all admissions that are managed by the Local Authority. This includes:

- When children start school in the September after their fourth birthday and join us in reception.
- When children want to join Lons Infant School at any other point during their infant school life from the age of four up to 7 years old.

Local Authority admissions information, application support and online application forms can be found on their website [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions).

### **Reception admissions**

Children start reception in the September following their 4<sup>th</sup> birthday. All admissions are subject to a co-ordinated scheme through Derbyshire Local Authority (LA). The scheme allows parents to apply for up to 3 Infants/Primary schools, placing them in order of preference. The LA acts as a clearing house and parents will receive a single offer of a school place.

Parents must make their application on a common application form, to be returned direct to the LA, and give reasons for their preferred school. Derbyshire LA invites parents to complete this form by the December whilst their child is in foundation year 1.

Applications will be considered by the LA with regards to our Planned Admission Number, which is published annually by the LA. The LA informs parents of their application during the spring whilst their child is in foundation year 1.

If there are more applications than places admission will be granted by the local authority using their most recent criteria. At the time of producing this policy the criteria were as below, however parents are advised to check these with the LA at the time of their application.

Criteria of over subscription:

1. Individual pupils who have a statement of Special Educational Needs which can best be met at Lons Infant School will be given priority where so determined by the County council in consultation with the governing body.
2. 'Looked after' children.
3. Children living in our normal area served by the school at the time of the application and admission (including those living in another council's area).
4. Children not living in our normal area served by the school but who have brothers or sisters attending our school at the time of their admission.
5. Other children whose parents have requested a place.

Where, in the case of 3 and 4 above, choices have to be made between children satisfying the same criteria, those living nearest to the school (measured by the nearest available route) will be given preference.

## Appeals

When parents are unable to obtain a place for their child at our school, they can appeal against the decision to an appeal panel independent of the Authority and the school. Details of the appeals procedure for community or voluntary controlled schools can be obtained from the Area Education Office.

All admission information is also available on the Derbyshire website at

[www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

Children attending Lons reception are expected to attend full time. Governors do not support children attending reception part time.

Applying for admission at any time other than the start of Foundation Stage 2 (FS2).

- Applications should be made on the common application form. Parents can apply online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or by phone to Call Derbyshire on **01629 533190** or on a paper form (AF5) available for download from the website or direct from the Admissions and Appeals Team. Parents are invited to express preferences for 3 schools.
- Applications will be acknowledged by the Admissions and Appeals Team.
- Applications will be subject to scrutiny to determine whether they meet the criteria for consideration under the Fair Access Protocol (this does not override a parents right to pursue a place at a particular school).
- The Admissions and Appeals Team will log the application on the Admissions System and the preferred schools advised by email that they can view the details on the Schools Application Module (SAM).
- If a child is currently attending a Derbyshire school the application will also be shown on the leavers screen of the appropriate in-year admission round on SAM (unless the parent withholds their consent).
- Schools may notify the Admissions and Appeals Team of oversubscription in individual year groups and, by agreement, applications may be refused without the school considering the individual request. Schools will still be advised of requests and can view the details on SAM.
- Schools must consider requests and inform the Admissions and Appeals Team within 5 school days whether or not a place is available. School Response - Place Available
- Where a place is available at one or more of the preferred schools the Admissions and Appeals Team will write to the parent offering the highest priority school available and confirm with the school(s) if a place is required or not.
- Parents will be advised in the offer letter to contact the school within the next 10 school days to confirm that they are taking up the place and agree the starting arrangements.
- The offer letter will also confirm the date by which the child must be admitted. Where the application is on the basis of a house move the letter will state that the child must

be admitted within 10 school days of the parents contacting the school and for cases that do not involve a house move the start date will be the start of the next term.

#### School Response - No Place Available (Refusal)

- Where a request is refused the reason for the refusal in accordance with the School Admissions Code must also be confirmed to the Admissions and Appeals Team. The reason for refusal is required for inclusion in the decision letter to parent.
- The Admissions and Appeals Team will write and notify the parent of the refusal of their preference(s).
- In all cases where a preference is refused the parent will be informed of their right to an independent appeal.
- Where no place can be offered and the child has no current school place the Admission and Appeals Team will ensure that a place is secured either through the appeals process, by the parent expressing further preferences or placement through the Fair Access Protocol where appropriate. This is to be done in liaison with the Education Welfare Service.