



L.E.A.D. Academy Trust

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Name of Academy

Admissions Policy

Policy/Procedure management log

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1. Aims

This policy aims to:

- Explain how to apply for a place at Cloudside Academy.
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Social and medical need are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Derbyshire County Council local authority. You can use this form to express your preference for 4 schools/academies, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils attending Ladycross Infant School will not transfer automatically into Cloudside Junior School. A separate application must be made for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academy has an agreed admission number of 80 pupils for entry in Years 3, 4, 5 and 6.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated. Individual pupils who have a statement of special educational needs or an education, health and care plan (EHC) which names the school will be admitted.

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the following order of priority will be adopted.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the normal area (see note 1) served by the school at the time of application and admission who have brothers or sisters (see note 2) attending the school at the time of application and admission.
3. Children living in the normal area (see note 1) served by the school at the time of application and admission.
4. Children not living in the normal area (see note 1) served by the school but who have brothers or sisters (see note 2) attending the school at the time of application and admission.
5. Other children whose parents have requested a place.

Where, in the case of 2, 3, 4 and 5 choices have to be made between children satisfying the same criteria, those children living nearest to the school measured by the straight line distance will be given preference.

Note 1

'Living in the normal area' is defined as the child having settled full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required for example council tax or utility bills, sale or rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area (or in the Eckington area, attending a contributory primary school).

Note 2

The term brother or sister includes:

- (a) a half brother and/or a half sister
- (b) a legally adopted child being regarded as a brother or sister
- (c) a step-brother and/or step-sister residing in the same family unit

Note 3

The children and adults department has a Geographic Information System (GIS) to measure the straight line distance. This measurement is taken from the postal address file, normally the house front door.

For schools, the grid reference is normally taken from the postal address file and will normally be the centre of the school.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy.

Distance will be measured in a straight line from the child's home address to the academy's front gates on Stanton Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal academy week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

6.6 Fair Access Protocol

We participate in Derbyshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions can be completed on-line here:

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

We prefer you to apply online but if you are unable to do this, telephone: 01629 537479 and ask for a paper application form (form AF5). Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing here:

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

Appeals Timetable

For decisions notified on National Offer Days 3 March 2025 for secondary schools and 16 April 2025 for primary and junior schools, appeals must be heard within 40 school days of the deadline for lodging appeals.

For decisions relating to late applications notified after the National Offer Days, appeals should be heard with 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

All other appeals must be heard within 30 school days of the appeal being lodged.

Parents will be given 10 school days' notice of the date and arrangement of the appeals hearing.

The deadline by which the appellant must submit any further evidence is 6 days prior to the appeals hearing.

Admission authorities must submit their evidence 5 school days prior to the appeal hearing.

The clerk will send out the appeal papers at least 5 school days prior to the appeal hearing. 6 The clerk will notify the appellant of the decision within 5 school days of the appeal hearing.

9. Monitoring arrangements

This policy will be reviewed and approved by the Cloudside governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.