



CHRISTOPHER NIEPER

Education Trust

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Policy:	Admissions Policy
School:	Shirland Primary School

Policy Lead/ Owner or Originator	CEO
Approval level	Academy Governing Board
Date of approval	Spring 2026
Next review date	Autumn 2026

Signed: <i>Governor</i>	T Farndon, Chair of Governors
Date:	Spring 2026

As an academy, Shirland Primary School, is its own Admissions Authority. The academy participates in the Derbyshire County Council system and the scheme is administered by the council on behalf of the academy.

Shirland Primary School is committed to following the Derbyshire County Council admissions Protocol. The Published Admission Number (PAN) for Shirland Primary School is 30 pupils. The PAN is the maximum number of places that the academy offers before its over-subscription criteria is used.

Pupils will be admitted without reference to ability, aptitude, or religious faith according to the criteria for admissions, in order of priority, detailed below.

Pupils who have an Education, Health & Care Plan (EHCP), which names the school, will be admitted if the Headteacher believes the child's needs can be met by the academy.

Oversubscription Admission Criteria

1. Looked after children and children who were looked after, but ceased to be because they were adopted (or became subject to a residence order or special guardianship order).
2. Children living in the normal area served by the academy at the time of application and admission who have siblings attending the academy at the time of application and admission.
3. Children living in the normal area served by the academy at the time of application and admission.
4. Children not living in the normal area served by the academy, but who have siblings attending the academy at the time of application and admission.
5. Other children whose parents have requested a place.

For criteria 2, 3, 4 and 5, in the instance of children satisfying the same criteria, those children living nearest the academy (measured by a straight-line distance from home to the academy) will be given preference.

Derbyshire County Council has a Geographic Information System (GIS) to measure the nearest available route. This is measured in a straight line. The measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the nearest gate or entrance to the school.

If, after applying all the admissions criteria and the distance tie breaker, there are more applications than places available, a random allocation will be used.

Process of Entry

Application forms are distributed by Derbyshire County Council and should be returned to them by 15th January in the year prior to admission, by one of the following methods:

- Apply online at www.derbyshire.gov.uk/admissions. If you have any issues with your online application, please ring the Admissions & Transport Team at Derbyshire County Council on 01629 537479
- Apply by telephone on 01629 533190 to the Derbyshire Call Centre. The centre is open between 8am and 8pm on Monday to Friday and 9.30am to 4.00pm on Saturdays.

Make sure your application is with Derbyshire County Council by midnight on the 15th January.

Appeals

In the event of a place being unavailable, an appeal process is available through Derbyshire County Council. Appeal forms may be obtained from the Admissions and Transport Team or online at <https://www.derbyshire.gov.uk/education/schools/school-places/appeals/appeals.aspx>. Guidance is also available on this webpage for parents.

Any completed forms should also be returned to the Admissions and Transport Team as Derbyshire County Council organise the hearing of appeals for the academy. Appeals are heard as soon as reasonably possible after the refusal of a place, normally within 30 school days of the appeal being lodged.

Fair Access

A place may be available under the Fair Access protocol if a pupil who meets criteria 3 above has been refused a place because one is not available in their year group. This protocol will come into force if the nearest primary school to the pupil's home, which has a place available, is more than 8 miles away.

Waiting List

Derbyshire County Council will maintain the waiting list for Reception and Year 3 intake until the end of the Autumn term.

The academy does not maintain waiting lists for full year groups.

The academy will admit any pupil who is admitted through the appeal process. We also admit any pupil who is the subject of a 'direction' by Derbyshire County Council or allocated to us according to the local Fair Access protocol. These pupils take precedence over any waiting list.

In Year Admissions

Admissions mid-year for any year group, and for Reception and Year 3 after the end of the Autumn term, will be dealt with in accordance with this policy and the criteria above. An application form may be obtained online at: www.derbyshire.gov.uk/admissions.

Admissions of Children Outside their Normal Age Group

The schools admissions code states that parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health.

Where a parent requests such a place, Shirland Primary School will decide whether to admit the child taking into account the circumstances of the individual case and the best interests of the child. This will include taking account of the parents' views, social and emotional development and medical history of the child, the views of a medical professional (where relevant), and any prior education of the child.

Decisions of admission out of normal age group will be at the discretion of the Headteacher.