



Elmsleigh  
INFANT & NURSERY SCHOOL

Grow to be the best we can be

## Admissions Policy 2025-2026

Written: September 2025

To be reviewed: May 2026

Policy Owner: Mrs Nicola Price (Executive Headteacher)

Ratified: September 2025 - LGB



## Aims

This policy aims to:

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

## Legislation and statutory requirements

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

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

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.

## 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.

## How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

The link for this is <https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/primary-infant-and-junior-school-admissions.aspx>

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

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

### **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 school, but it is not in their preferred age group.

### **Allocation of places**

#### **Admission number**

The school has a set Published Admission Number (PAN) of 180 pupils across Reception to Year 2, with 60 places available per year group, including both mainstream and SEN admissions:

- Reception: 60 pupils
- Year 1: 60 pupils
- Year 2: 60 pupils

As part of this PAN, at least 14 pupils will be admitted into our Enhanced Resource Unit, which is funded directly through the High Needs Block. All pupils in this unit will have at least an Education, Health, and Care Plan (EHCP) needs assessment in place. Additionally, there are 4 part-time places available in our nursery for children with formal diagnostic and assessment.

To be considered for admission, pupils will be undergoing an assessment for or have an Education Health and Care Plan which identifies their needs as:

- a) Communication and Interaction
- b) Cognition and Learn
- c) Social, Emotional and Mental Health
- d) Sensory/Physical Health

Children often have a secondary need, which identifies them as having complex needs, example of this are:

- Severe/Mild/Moderate/Profound learning difficulties
- A diagnosis of Autism or other spectrum disorders
- A chromosomal syndrome
- Highly complex medical needs such as epilepsy

There is a staged process for the admission of pupils with an agreement to assess for an EHCP/Draft or Final EHCP in place.

**Stage 1:** The child may be in a mainstream setting/nursery setting/ home with a parent and be identified as having a particular need. (The child may already attend Elmsleigh Infants and Nursery School) At this point the Class teacher, nursery worker/ parent or carer may seek advice from the Early Years/Nursery/Mainstream School SENCO.

**Stage 2:** The SENCO/ Early Years SENCO/Nursery SENCO/ Health visitor will then take responsibility for gathering information and for co-ordinating the child's provision, working with the child's teachers or referring them to a variety of professionals.

**Stage 3:** The SENCO/ Early Years SENCO/Nursery SENCO/ Health visitor at this stage will decide what extra support the child may need. A number of professionals may be involved in assessing all aspects of the child development. A Graduated response will be followed by the setting to inform further decision making decisions.

**Stage 4:** When all evidence is presented, a request is made to the Local Authority (LA) to start a statutory assessment for an Education, Care and Health Plan (EHCP). If the LA consider the need for an EHCP, this will be formulated with all stakeholders around the child.

**Stage 5:** The parents/carers of the child will then name a setting that they feel is appropriate for their child.

**Stage 6:** The request for placement is agreed by the Local Authority and the Leadership Team will liaise with the child's LA over placement of the child and the top up funding to be allocated\*

Consideration will also be made regarding the schools PAN and how the admission may be 'incompatible with the efficient education of others' with supporting evidence of incompatibility.

**Stage 7a:** If agreement is made to admit the child the LA will be advised of an admission date and this will be communicated to parents via the LA. This plan is then monitored and review this annually.

**Stage 7b:** If the request to admit is refused by either or both the LA and Headteacher. In this instance the child's parents/carers are able to appeal this decision. For more information on the appeals process please follow <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

Please see Appendix 1 for the School specific levels of funding for pupils at Elmsleigh Infants and Nursery School.

### Oversubscription criteria

In the event that the school 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, until all places are filled.

1. A current 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
2. Children living in the normal area served by the school at the time of application and admission who have brothers or 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

When in the case of 2, 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference. In the case of 1 – 6 above, admissions will be at the discretion of the headteacher when reviewing the safety and well-being of children already on roll.

### Tie break

When in the case of 2, 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference. In the case of 1 – 6 above, admissions will be at the discretion of the headteacher when reviewing the safety and well-being of children already on roll.

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

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

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

### **Children below compulsory school age**

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission refusal**

We will not refuse admission for any pupil on any grounds, unless the education of this pupil will have a detrimental effect on the pupil themselves or the education of that pupil having a detrimental effect on the other pupils within the class that the pupil would ordinarily be placed within.

### **Fair Access Protocol**

We participate in Derbyshire'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.

### **In-year admissions**

Parents can apply for a place for their child at any time outside the normal admissions round. 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 should be sent to the following online address:

<https://apps.derbyshire.gov.uk/dotnet-applications/admissions/default.aspx?admissiontype=Primary&late=true>

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

### **Appeals**

If you are not offered a place for your child at the setting of your choice, you may appeal against the decision. Your appeal will be heard by an appeal panel, independent of the school.



If your child's application for a place at the school 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 and send it to the following address:

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

### **Monitoring arrangements**

This policy will be reviewed and approved by the 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 school's admission arrangements at least once every 2 years.

## Appendix 1

### **ERS Funding top up**

- Category A: £7,616
- Category B: £9,172
- Category C: £10,635
- Category D: £23,054

### **Mainstream Funding top up for pupils with EHCPs.**

- EHC1: £1,575
- EHC2: £3,910
- EHC3: £6,380
- EHC4: £9,615
- EHC5: £13,630