Admissions Policy

1. Policy

1.1. Clifton Church of England (VC) Primary School will follow the Derbyshire County Council’s coordinated admission scheme for primary schools. The coordinated scheme covers pupils starting school in Reception Class and for in-year admissions. The admissions criteria is available in the Derbyshire County Council’s “How to apply for a place at Primary School” publication and can be found on the Derbyshire County Council website; a copy will also be placed on the school’s website. If you live in Derby City then applications for Reception places need to be made via Derby City Council, a copy of their admission procedures can be found on the Derby City website.

1.2. All children who wish to attend Clifton CE (VC) Primary School and who reach the age of five during the academic year, September to August, will need to apply to Derbyshire Local Authority. Derbyshire Local Authority is required to coordinate admissions to all Derbyshire Primary, Infant and Junior Schools.

1.3. Essentially the Authority acts as a ‘clearing house’ for all the admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application preferably via the internet or on a common application form, to be returned to school or direct to the LA, usually by the middle of January before the year of starting, and give reasons for their preferred schools.

2. Priorities

2.1. Places at the school will be allocated if available within the school’s Pupil Admission Number, which is 18. In deciding on admissions to all community and voluntary controlled schools in Derbyshire, the Governing Body has adopted the following order of priority. Priority will be given in order as follows:

1. Children who are “Looked After” by adults other than their parents.
3. Children living in the normal area served by the school at the time of application and admission (including those living in another Council’s area).
4. Children not living in the normal area served by the school but who have brothers and sisters attending the school at the time of their admission.
5. Children whose parents request a place on religious grounds.
6. Other children whose parents have requested a place.
2.2 Where in the case of 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 the nearest available route) will be given preference. Parents have the right to appeal against the decision of the LA. An appeals procedure is available on request from the LA.

3. **In-term Admissions**

3.1 Parents may apply to the school during term time and the school will inform Derbyshire County Council who will then confirm the place if available or parents can apply directly to the County and a place will be given, if the standard number allows. Confirmation of a permanent place will be by Derbyshire Local Authority who will take into account Admission Priorities as in Section 2.