



Academy Admission Policy – Derby hub

September 2025-26

Contents

1. Introduction
2. Applying for a school place
3. The offer of a place
4. Applications outside of the normal admission round
5. Right of Appeal
6. Late applications
7. Waiting lists
8. Fraudulent or Misleading Applications
9. Changing Address
10. Fair Access Protocol
11. Placement of pupils out of their chronological age group
12. Further information on School Admissions from Derby City Council
13. Annex 1 - Oversubscription Criteria
14. Annex 2 - Published Admission Numbers (PANS's) 2025-2026



1. Introduction

1.1 The Harmony Trust is the admission authority for the following academies:-

- Alvaston Junior Academy
- Ash Croft Primary Academy
- Carlyle Infant & Nursery Academy
- Cavendish Close Junior Academy
- Cottons Farm Primary Academy
- Hackwood Primary Academy
- Lakeside Primary Academy
- Reigate Park Primary Academy
- Village Primary Academy

1.2 This policy is for admissions to infant, junior and primary schools within The Harmony Trust is a mechanism that will ensure that every parent resident in Derby who has applied to a Harmony Trust school by the required date for a school place for their child in the normal admission round receives a single offer of a school place on the relevant National Offer Date. The scheme also applies to parents who apply for a school place as an 'in-year' applicant.

1.3 Derby City Council manages the admissions arrangements for the Harmony Trust set out in this policy. The scheme is an administrative process to make admission to school easier, more transparent, and less stressful for parents, as all applications are made through one body.

1.4 In order to provide every parent with an offer of one place Derby City Council will be working collaboratively with the The Harmony Trust academies.

1.5 Derby City Council will be the only body to transmit an offer on behalf of The Harmony Trust to a Derby resident of a single place at our infant, junior and primary school for applications received during the normal admissions rounds. These applications will be assessed by using the address the child resides at, at the closing date, or for in-year applications, at the time of application.

1.6 Children with a statement of special educational needs are not covered by this scheme. They will be given priority admission over all others.

2. Applying for a school place

2.1 All applications for the normal admissions round from Derby residents for admission to any school must be made online, using the common application form, or by telephone to the Derby City Council.

2.2 Reception intake and junior transfer - parents of children attending Derby schools will receive information on how to submit their application form via their child's nursery, infant or primary school on or around the date the application window opens.

2.3 Parents who reside outside Derby should request information on how to make an application from their home authority in the first instance. Parents will be required to apply direct to their home authority.

2.4 Reception intake and junior transfer - in all cases applications must be received by the closing date of the relevant national closing date by Derby City Council. Parents cannot change their preferences after the closing date, unless they have changed address, which changes their catchment area, or have had a move fall through – proof will be required. Such changes may result in an 'on-time' application being re-classified as a 'late' application.



3. The offer of a place

3.1 Reception intake and junior transfer - parents can receive an electronic version of the decision letter, if when making the application they include an email address. Parents will also be sent a letter by second class post detailing a single offer of a school place for admission to an infant, junior or primary school from Derby City Council on the date of the relevant national offer day. Parents who applied online will also be able to view the decision online on the relevant national offer day by logging into their account.

4. Applications outside of the normal admission round

4.1 All school admission applications for a school within Derby City made outside the normal admission round must be applied for using the relevant common application form or by completing the e-form available at www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/.

4.2 In these cases the oversubscription criteria will be applied to consider the application.

4.3 Applicants will be issued with a decision letter from Derby City Council within 15 school days of their application being submitted.

4.4 There are some cases when a school may refuse admission even if it has places available. These are:

- twice permanently excluded children within two years of the last exclusion
- children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the Fair Access Protocol.

5. Right of Appeal

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. Information on how to appeal will be provided with the decision. Parents who have missed the normal deadlines for applying for admission, or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place. This information is available in our Appeals Policy.

6. Late applications

6.1 Late applications (received after the relevant national closing date) will be considered after all other provisional offers have been determined.

6.2 Places will be allocated where no application has been received after those who have made late applications.

6.3 Parents will not be allowed to change their preferences after the relevant national closing date, unless they have moved address into a different catchment area or have had a house move fall through for which documentary evidence may be required.

7. Waiting lists

7.1 Derby City Council will establish a waiting list for each school where the number of applications for those schools has exceeded the places available in the relevant Year group. Only those unsuccessful preferences ranked higher than the final offer will be added to the waiting list.



7.2 The waiting lists will be established on the offer day and will be maintained up to the end of the Autumn Term and ranked according to each The Harmony Trust's oversubscription criteria. Lists will then be passed to the Trust who will continue with the waiting lists. Should parents wish their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 956988 from the 15 June each year.

7.3 This waiting list ranking for any school may change due to late or unsuccessful applications and any subsequent offers.

8. Fraudulent or Misleading Applications

8.1 All cases of potential fraudulent or misleading applications are investigated rigorously. For applicants who move into Derby City who cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied for.

8.2 The minimum original documentation required to determine residency will be end of tenancy or proof of sale of the original property, tenancy agreement or proof of purchase of the new property, for example a solicitor's letter about the completion of the sale and the exchange of contracts.

8.3 If a family also owns a property within 20 miles of the school(s) stated on the application form, the property closer to the school may not be accepted as the basis for a legitimate residence qualification, even if the former property is rented out to a third party.

8.4 If there are still reasons to doubt the validity of the application, the Local Authority reserves the right to request further information and evidence which can include ad-hoc visits to the properties in question.

8.5 Those found to have submitted a fraudulent or misleading application will have their offer withdrawn and be advised of the right of appeal against the decision. If a child has already started a school and it then transpires that the place was gained fraudulently or misleadingly the place will be withdrawn. If this child has been at the school for more than one term, the place will not be withdrawn, but any future siblings will not benefit from the 'sibling link' criteria.

9. Changing Address

9.1 If a child moves before the closing date and can provide proof that they were resident at that address before the closing date, the application will be assessed from their new address. You must inform Derby City Council.

9.2 If a child moves after the closing date but before the offers have been made, Derby City Council will assess the application from where they lived at the closing date. Once the decisions have been made on National Offer Day, they will update the address for waiting list purposes if they haven't been able to offer you your preferred school.

9.3 If a child changes address after the National Offer Day and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application may be withdrawn.

10. Fair Access Protocol



The Harmony Trust are partners within the Fair Access Protocol. Pupils who are the subject of a direction by a local authority or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

11. Placement of pupils out of their chronological age group

11.1 Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

11.2 There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

11.3 All parents can request that the date their child's admission into school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and can also request that their child takes up a place part-time until the child reaches compulsory school age. Such requests will be considered in consultation with the school and/or the Local Authority.

11.4 IMPORTANT the year group with which a child is taught has implications for a child's social as well as educational development. There are also implications for; the points at which a child starts primary education; transfers to secondary, to post 16 and to higher education; for the timing of public examinations; and for the stage in the child's education at which he or she reaches the end of compulsory school age.

11.5 Summer born children -The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday (A child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March, and 31 August). For summer born children this could be a full school year (into Year 1) after the point at which they could first be admitted.

11.6 For summer born children starting school parents can request that their child attends parttime until they reach compulsory school age or that the date their child is admitted to school is deferred until later in the same academic year. (All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is expected that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely).

11.7 Parental requests for summer born children to be admitted to reception rather than year one at the age of five are different from any other parental request for admission out of the normal age group, as it is only in these circumstances that the child is being admitted to school for the first time.

11.8 Delayed entry into reception class for summer born children - where a parent considers sending their summer born children to school in the September after their fifth birthday and requests that they enter the reception class instead of the Year 1 class, they must put this request in writing to The Harmony Trust and Derby City Council during the normal admissions. All requests for summer born children to have delayed entry will be agreed.

11.9 Placement of children above/ below their chronological age group – Secondary - above - consideration of exceptional circumstances for placement of pupils above their chronological age



group may be applied where the pupil demonstrates exceptional intellectual interests, skills, and achievements in all subject areas, to an extent that it is not reasonable to expect curriculum differentiation within his/her chronological year group. *At a minimum they have achieved exceptional levels in all areas of the National Curriculum.

11.10 Next Steps – The Harmony Trust and the local authority should carefully consider all determining factors of each case before making a recommendation for early/ delayed admission/ transfer. For a child with Special Educational Needs, it is reasonable to expect the school to take advice from outside specialists, for example, an Educational Psychologist.

11.11 For children with an Education Health and Care Plan (EHCP) any requests for early or delayed transfer should be considered through a review of their Statement of SEN or EHCP. *Supporting documentation from professionals involved may be required.

12. Further information on School Admissions

12.1 Derby City Council, Children and Young People, School Admissions Section, The Council House, Corporation Street, Derby, DE1 2FS Tel: 01332 956988 Email: Admissions@derby.gov.uk

12.2 Visit the website at Derby City Council - School Admissions to access further information, useful forms and the Admissions Handbooks.

12.3 The School Admissions Code 2021 School Admissions Code 2021.

12.4 The School Admission Appeals Code 2012

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf

12.5 DfE advice on the admission of summer born children

Admission of summer born children: advice for local authorities and school admission authorities - GOV.UK (www.gov.uk)

12.6 The dates for applications to be submitted, national offer day and will be available online at in the relevant year www.derby.gov.uk/education-and-learning/schools-and-colleges/school-admissions/.

NB: Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admissions Code which would supersede this scheme.



Annex 1

Oversubscription Criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A '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. 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 (see the definition in section 22(1) of the Children Act (1989).
2. Children who appear to Derby City Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.
3. Children who are both living in the catchment area served by the school and have brothers or sisters of compulsory school age still attending the school at the time of their admission. Siblings who are in Under 3s units, Nursery & Year 6 the year they apply for the place will not be counted as siblings in attendance at the school.
4. Other children living in the catchment area.
5. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age still attending the school at the time of their admission.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

Tiebreaker When choices have to be made between children satisfying the same criteria, children living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the national Ordnance Survey set points. If two measurements are the same, we will give priority to the child living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the child, as shown by who receives the Child Benefit.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes. Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation. There will be no changes to the relevant area or community school catchment areas for the 2025/26

admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions.

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) will be given priority followed by children on the waiting list living



nearest to the school using Derby City Council's measuring system. Waiting lists for all community and voluntary controlled schools will be maintained for all year groups.

Brothers and sister must be living at the same address. The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

Over Subscription Criteria

The school aims to offer a place to all students who meet the academic entrance criteria. However, should this not be possible due to the number of applications meeting the criteria exceeding capacity, priority will be given to looked after students or students who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after student is a student 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 (see the definition in section 22(1) of the Children Act (1989). This is in line with the School Admissions Code 2021.

Tiebreaker When choices have to be made between students satisfying the same criteria, students living nearest to the school measured by a straight line have priority. The line will be measured from the centre of the home address to the school using the National Ordnance Survey set points. If two measurements are the same priority will be given to the student living nearest the school measured by the shortest walking route from the home address to the school's main entrance. In the unlikely event the two walking routes measure the same distance, the place will be allocated using an independently verified random allocation process. The 'home address' is the address of the primary carer of the student.



Annex 2

Published Admission Numbers (PANS's) 2025-2026

Alvaston Junior Primary Academy 90

Ash Croft Primary Academy 40

Carlyle Infant and Nursery Academy 60

Cavendish Close Junior Primary Academy 90

Cottons Farm Primary Academy 20

Hackwood Primary Academy 30

Lakeside Primary Academy 90

Reigate Park Primary Academy 60

Village Primary Academy 90