

Roe Farm Primary School



Admissions Policy

Approved by: Full Governing Body

Date: October 2024

Next review due by: October 2025

Date of amendment	By Whom	Summary of Changes	Date amendment/s shared with governors

Admissions Policy

Roe Farm Primary School is a school which caters for children from ages 3 to 11.

At the present time there are 375 pupils on roll.

Children are admitted into mixed ability classes.

Derby City Council is the Admissions Authority for Roe Farm Primary School. All applications received by Derby City Council for places at the school, are processed following the guidelines outlined in the School Admissions Code which has been issued by the Department of Education. By following this code it ensures that the allocation of school places are fair, clear and objective.

The maximum number of children the school plans to admit into our 2024 Reception classes is 60. This is known as the Pupil Admissions Number. Once this admissions limit is reached, the Admissions Team cannot offer any more places, even to children with siblings already in the school or from the school's 'catchment area'.

If community schools have more requests for places than the admission limit, the Admissions Team must consider all requests and offer places in order of priority using the following admissions criteria:-

The order of priority is...

- 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).
- 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.
- Other children living in the catchment area at the time of admission.
- Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by **January 2025**.

How to apply for a school place in Reception class for September 2025

You can make an application from **1 November 2024**. The closing date for online applications is **15 January 2025**. If the closing date has passed, you can still apply however any applications made after the deadline date will be classed as late and will be considered after all on-time applications have been processed.

When applying for a place, remember:

Most schools in Derby city have catchment area criteria. Children living in the catchment area are given a higher priority when places are offered.

The quickest and easiest way to apply is online. You can also apply by telephone on 01332 642730. Alternatively, you can request a paper application using the same telephone number.

Parents of nursery school age are invited to visit us prior to admission but please make an appointment with the school office first. When accepted, children will spend an hour in nursery before they start properly.

Prior to children starting at Roe Farm Primary, parents are required to complete a contact form and provide a **full** birth certificate for their child*. The child will not be able to start school until these have been received by the school.

In year admissions including EYFS

Roe Farm Primary School is fully committed to meeting its duty of care relating to safeguarding new and existing pupils.

If you are offered a place at the school by the admissions team, parents / carers *may* be required to provide the following evidence, if the school is unable to establish identity by other means:

- A full birth certificate for the child *
- Parental proof of identity (Full UK drivers licence/birth certificate or passport)
- Proof of identity of the carer and legal documentation to evidence care status (where a court order has been provided)

Admissions from non UK citizens but who are European Economic Area (EEA) residents

All those entering the UK as EEA residents and wishing to apply for a place at the school must apply via the Derby City Council Admissions Team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Full Birth Certificate for the pupil *
- Passports / national ID card for parents/carers/pupil

Admissions from non UK residents and are not European Economic Area (EEA) residents.

All those entering the UK as non EEA residents (non-European) and wishing to apply for a place at the school must apply via Derby City Council Admissions team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Full Birth Certificate for the pupil *
- Passports for parents/carers/pupil
- Evidence that residency is not 'short term', for example residency notice, work or student visa

Further details regarding admission arrangements can be obtained from the Local Authority Website at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

*The school will request a full birth certificate for Non-UK Citizens and those in Early Years Foundation Stage. This is a result of these pupils entering education without prior checks in place. Should a family not be able to produce a full birth certificate, the Local Authority will be informed and direction sought (it is recognized that in some countries and states these are not produced). Pupils will be admitted if Local Authority instruction is given, but where a birth certificate and suitable identification remain outstanding, a Safeguarding marker will be included on the school management information system.