



Three Trees CE Junior Academy

Admissions Policy for the school year 2024 - 2025

Introduction

Three Trees CE Junior Academy is a school within the RISE Multi-Academy Trust. This means that the school Governors are responsible for all admissions. RISE is the admitting authority for all schools in the Trust. The RISE Directors delegate responsibility to the relevant LGC (Local Governing Committee) for consultation regarding admission policies, for application decisions and to appeal against Local Authority decisions to admit pupils.

This policy is reviewed by the Governors each Spring in line with the legal timelines for admissions. The review will go out for consultation every 7 years unless changes need to be made any earlier.

Derbyshire County Council operates a co-ordinated scheme for admissions to schools in Derbyshire and parents/carers must apply directly to the local County Council for a place at our school.

Applications for the Year 3 class need to be registered by completing the on-line Local Authority common application form

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

Furthermore, admissions practice in RISE MAT church schools reflects the Vision of the Leicester DBE, which states:

***Inclusive:** Like Jesus himself, our schools are 'scandalously inclusive'. Children and families from all faiths and none are welcomed, respected and cherished. Serving the community in which they are placed, our schools exemplify, 'love your neighbour'.*

Department for Education guidance on admissions and appeals is contained in [The School Admissions Code \(2021\)](#) and the [School Admissions Appeals Code \(2012\)](#).

Aims

The school/academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Admission

Three Trees CE Junior Academy serves the catchment area shown in the attached map – Appendix A

Aspire, Belong, Achieve

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available with the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups.

Our planned admissions number (PAN) for 2024-2025 is 85 pupils.

Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. In the event of insufficient places being available, places within a particular year group will be allocated in line with the criteria listed as 1-6 below. Entitlement to a place in the school is dependent on parents applying at the appropriate time. If a child moves into the school's designated catchment area once allocation decision have been made, they will not be offered a place in the school if the planned admission number for that year has been reached but will have the right to appeal.

The Local Authority common application form must be completed by 15th January 2024. The decision of the school's Admissions authority (2) will be notified to parents by the Local Authority in March. The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme (2).

Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admission criteria and planned admission number (PAN) for that year.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or if they are moving from overseas and the child has not been educated in the English school system. Parents should contact the Headteacher to discuss any such requests with all the relevant information taken into account. Parents may also wish to take other information in support of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is in the child's best interests.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the academy for which they have applied. This right does not apply if they have been offered a place at the academy but it is not in their preferred age group.

Children with an Education, Health and Care Plan (EHCP or Statement of Special Education need) naming the school will be admitted even if this means exceeding the agreed PAN.

Otherwise when there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority. For families with twins and multiple births where one child takes up the last available place, the second twin or other multiple birth siblings will be admitted as an exception to the infant class size rule. If there are fewer applications than places, then no application is refused.

1. Children in care of a Local Authority and those children who were previously looked after children (3), but ceased to be because they were adopted (4) (or became subject to a Child Arrangements order (5) or special guardianship order (6) or those who appear (to the Admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (7).
2. Pupils who live in the designated catchment and have an older sibling attending the school at the time of admission. (Older siblings include brothers or sister, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any child who permanently resides at the parental home and for whom the parent has parental responsibility.
3. Pupils who live in the designated catchment at the time of admission (see Appendix A). The child's place of residence is taken to be the parental home. In a family where parents live separately this is the pupils' main address where they spend most of their time.

Aspire, Belong, Achieve

4. Pupils who do not live in the designated catchment area at the time of application and admission but who do have an older sibling attending the school at the time of admission.
5. All other pupils based on distance (living nearest to the school as measured by direct line using the LA's mapping tool Routefinder).

Where the first twin or a multiple birth child is offered the last available place the other twin or multiple birth siblings will be admitted as exceptions.

In the event that there are more applications than places available in any of the above criteria, places will be allocated by a method of measuring the distance from the school. This will be done using the measurement of distance of up to three decimal places in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder). Where there is equal distance then lots will be drawn, supervised by an independent officer.

The school has the right to withdraw an offer of a place where:

1. A parent has not responded to an offer within 21 days.
2. Where the place has been obtained by false information, for example an incorrect address or date of birth.

This is regardless of numbers in the school and whether or not requests have been refused.

Waiting lists

During the normal admissions round it is necessary to complete a Local Authority common application form to apply for a school place. Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a school place nor priority within the priority criteria.

Offers of places will be made by the local authority on the school's behalf.

If the academy has more applications for children due to start 2025-2026 a waiting list will be **maintained**. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31st December in the policy year in accordance with statutory requirements.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

Looked after children and previously looked after children as defined in this policy, are children who are the subject of direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol and they will take precedence over any child on the waiting list.

If the Admissions Committee is unable to offer a place the parents/carers have the right to appeal. The appeal must be in writing on the relevant form which can be found on the DBE website <https://www.leicesterdbe.org/schools/admissions-and-appeals/> alternatively they can be obtained by writing to the **Clerk to the Appeals Panel, Diocesan Board of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ** who can be contacted by email at DBEOffice@leccofe.org

Appeals must be made by 3rd June in writing on the relevant form to the DBE address above. Appeals will be heard during the summer term between 17th June and 5th July. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 days of the appeal being lodged. In all cases, appellants will receive at least 10

Aspire, Belong, Achieve

days written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon on the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

RISE and Three Trees Junior CE Academy complies with the Derbyshire Fair Access Policy.

Any person or body who considers that the arrangements in this policy are unlawful under the Admissions Code may make an application to the Schools Adjudicator. All objections must be referred to the adjudicator by 15th May in the determination year. osa.team@schoolsadjudicator.gov.uk

In-year (mid-term) admissions

For In-Year (mid-term) transfers, parents should apply for school place via the LA.

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

A decision will be made within 10 school days of the application being received. Allocations will be made in line with the criteria for that year of admissions. Please refer to the priority order above. If unsuccessful, appeals may be made to the DBE. The appeal must be in writing on the relevant form, which can be obtained from the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the DBE website. In year (mid term) transfers (all year groups).

Notes:

- (1) Education (infant class sizes) (England) Regulations 1998
- (2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AG
- (3) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided 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) at the time of making an application to a school.
- (4) Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).
- (5) Under the terms of the Children Act 1989. See section 8 which defines a 'Child Arrangements order' as 'an order settling the arrangements to be made as to the person with whom the child is to live'.
- (6) See section 14A of the Children Act 1989 which defines a 'special guardianship order' as 'an order appointing one or more individuals to be a child's 'special guardian/s'.

Appendix A – Catchment Map for Three Trees CE Junior Academy

