

# Derby Cathedral School Admission Arrangements 2021-22

## **Introductory statement**

Derby Cathedral School (the school) situated in the City of Derby, is an inclusive school for students of all abilities and from all backgrounds with an open admissions procedure (see Admissions Procedure below). It operates as part of Derby Diocesan Academy Trust. The school is committed to ensuring that it serves students from all communities within the City of Derby regardless of background or faith.

## **Admission number(s)**

The school has an admission number of 180 (6 form intake) for entry in Y7. Accordingly, Derby Cathedral School will admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

Places will not be available in the school sixth form until 2023.

## **Application process**

Derby Cathedral School is part of the Local Authority's co-ordinated admissions. Applications for admission in September 2020 can be made through Derby City Council.

## **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered.
3. Children eligible for the pupil premium. Evidence of eligibility will need to be submitted with the application. See notes on eligibility.
4. Priority will next be given to the children of staff who have been recruited to fill a skill-shortage area.
5. Siblings of pupils attending the school at the time the application is received. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half

brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

6. Anyone else requesting a place.

*11 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).*

### **Tie-break**

If in categories 2-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured using the local authority Geographic Information System known as GIS (\*) to identify and measure the distance from the address point of an applicant's home to the address point of Derby Cathedral School – permanent . Random allocation undertaken by a person of good standing with no association with the Trust or the school will be used as a tie-break in categories 2-6 above to decide who has highest priority for admission if the distance between a child's home and Derby Cathedral School is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place.

### **Late applications**

All applications received by Derby Cathedral School after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

### **Waiting lists**

Derby Cathedral School will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year.

Positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. This list will be maintained by the Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

### **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Parents/carers who wish to appeal against an admissions decision should request an appeal form from the Trust at Derby Church House, Full Street, Derby DE1 3DR or by downloading it from the school's website.

Information on the timetable for the appeals process will also be available on the school's website.

#### Notes:

##### Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends

attend the school.<sup>[2]</sup> 'Medical need' does not include mild medical conditions.

##### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. Families homed in mobile accommodation e.g. boat, motorhome or caravan: in these cases distance will be measured from the authorised mooring point or authorised standing/parking place. If a family is itinerant, the address point used will be that for the position occupied on the closing date for the receipt of applications to Derby Cathedral School.

(\*) Information on Address Points can be found

here: <http://www.ordnancesurvey.co.uk/oswebsite/products/address-point/index.html>

GIS Software information can be found

here: [http://www.caliper.com/Maptitude/GIS\\_Software/default.htm](http://www.caliper.com/Maptitude/GIS_Software/default.htm)

<sup>[2]</sup> If your local authority include children who they deem to be 'at risk' (or whose parents have moved because of domestic abuse etc.) as having a social need, include them in this definition.

##### Pupil Premium Priority:

Those eligible for **Pupil Premium** admission priority are children who:

- Are currently registered as eligible for free schools meals;
- Have been registered as eligible for free school meals at any point in the last six years

Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, [or has been in the past 6 years] but where the child or its parents receive any of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190);
- where a parent is entitled to the Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit);