Hulland Church of England Primary and Nursery School

Admissions Policy for school year 2028/2029

Admissions Principles
ACE Derbyshire Trust is the Admissions Authority for Hulland Church of England Primary and Nursery School. All matters relating to admissions have been delegated and are carried out by the Local Governing Body of Hulland Church of England Primary and Nursery School on behalf of the academy trust.

Admissions arrangements are written to comply with the School Admissions Code and School Admissions Appeals Code. Any objections that admissions arrangements do not comply with the legal framework can be made to the Officer of the Schools Adjudicator.

Statement of academy values
At Hulland CofE Primary, children are taught how to behave, guided by the school's core values: Friendship, Respect & Creativity. These values underpin the strategies and techniques used to promote positive behaviour, ensuring that all pupils can learn in a safe, calm, orderly and predictable environment.

Friendship empowers us, Respect grounds us, Creativity shapes us — this ethos is at the heart of everything we do. It guides our relationships, our learning and our approach to behaviour, helping children grow into thoughtful, confident and compassionate individuals.

We believe that our values help us provide a safe, friendly, encouraging and positive school environment where each person is valued and has the optimum access to their learning. Creativity is celebrated as a vital part of our school culture, encouraging children to express themselves, think independently, and approach challenges with imagination and confidence. As Jesus said in John 10:10, "I have come that they may have life, and have it to the full." This verse inspires our commitment to nurturing every child's potential—spiritually, emotionally, and academically.

The Published Admissions Number (PAN) for this academy is 12.

Admissions to other year groups will be based upon the prejudice to:
(a) the provision of education and
(b) the efficient use of resources.

The Admissions Authority has agreed an admissions limit of 15 for the other year groups. This is the number of places in classes beyond reception which reflects infant class size regulations for key stage one classes and considers practical limits for all other years.

Oversubscription Criteria
Before applying the over-subscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHCP) that names Hulland Church of England Primary and Nursery as the school the child must attend. This place will be allocated within the PAN before the consideration of any other applications, or above the PAN if places have already been offered at that time. If more parents express a preference for the academy than the published number of places for new admissions, the Admissions Authority will use the following criteria to rank applications and allocate places:

1. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care because of being adopted. 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 living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission.
4. Children not living in the normal area served by the school, but who have brothers or sisters attending the school at the time of application and admission.
5. Any other children.

Definitions of terms eg siblings are included at the end of this policy.

Allocating Places
In the event of any of the above categories being over-subscribed, the Admissions Authority will take those children whose home address is nearest to the academy measured by the Local Authority (LA) computerised measuring system from front door of the home to main entrance of the academy. In the case of flats, all applicants will be treated as equidistant from the academy. The LA's computerised measuring system will be used to determine these distances.

Tiebreaker
If applicants for the last place(s) cannot be prioritised using distance as detailed above, because the distance measurements are the same, the academy will use random allocation to decide which children will be offered the remaining place(s). This will be verified by a person independent of the academy.

Multiple Births
Where possible the Admissions Authority will admit all the children of a multiple birth (twins, triplets etc.). This can mean going over infant class size limits as this is a permitted exception to the limits.

Service personnel and crown servants
Families of service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the academy will use the address at which the child will live when applying their oversubscription criteria, if the parents provide some evidence of their intended address. Parents may request that a unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home LA.

Full or Part time attendance
A parent may apply for their child to start school for the first time in the September following the 4th birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's 5th birthday. If a parent wishes their child to attend on a part-time basis, they must meet first withthe headteacher to discuss their choice.

Deferred entry
While a child is below statutory school age, the parent may choose to defer their child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

Summer born children and delayed entry into reception for the following year
Each application for such a delay is treated by the academy on an individual basis, considering the evidence supplied - this will be from professionals who know the child and from parents. If parents wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the academy for delayed to reception for the following year. If the Admissions Authority agree this after reviewing the evidence for the request and, in consultation with the headteacher and any other people involved with the child, then theplace cannot be held open, and the parent will need to apply again the next year in the normal way. The academy will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed,there is no guarantee of a place being available at the academy for the following year.

Admission of children outside of their normal age group
Parents may apply to the school to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions for these requests will be made based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; 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 views of the headteacher will also be considered. When informing a parent of their decision on the year group the child should be admitted to, reasons for the decision will be clearly set out.

Late Applications
Applications received after the deadline set by the LA will be considered after places have been allocated to those applications received on time, using the over-subscription criteria as for on time applications.

Accepting a place
If a place has not been taken up after 14 days from the date of the offer, the academy will write and inform the parent that the offer will be withdrawn after a further 7 days if not taken. The academy will then offer the place to the next on the waiting list in accordance with the admissions criteria.

False Information
1. Where the Admissions Authority has made an offer of a place at Hulland Church of England Primary and Nursery School based on a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the academy, the offer of a place will be withdrawn.

2. Where a child starts attending Hulland Church of England Primary and Nursery School based on fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the academy.

3. Where a place or an offer has been withdrawn, the application will be re-considered, and a right of independent appeal offered if the place is refused.

Waiting List
A waiting list will be maintained until at least 31 December in the year of application for main round applications. The waiting list is updated and ranked accordingly to the oversubscription criteria when applications are withdrawn or added.

Appeals
In accordance with the Admissions Appeals Code, applicants who have been refused a place at Hulland Church of England Primary and Nursery School, may appeal against the decision to an independent appeals panel. Parents wishing to exercise this right should write to Clerk to the Governors, Admissions, Hulland CE Primary School, Firs Avenue, Hulland Ward, Ashbourne, Derbyshire, DE6 3FS.

All appeals must be received within 20 days of the receipt of the letter refusing a place to be heard on time.

Please note that places in infant classes (Reception, Year 1 and Year 2) are restricted to 30 pupils under The School Admissions (Infant Class Sizes) (England) Regulations 2012.

Applying for a place
To apply for a place for September 2028, the parent must complete the LA's Common Application Form (CAF) available from the home LA (the authority in whose area the child resides).

For the application to be considered as 'on time' the CAF must be submitted to your home LA by 23:59 hours on 15 January 2028. The CAF may be completed and submitted using the home LA's online procedure, or as a paper form. Full details about the application process and information about the schools in the LA area are explained in the 'Composite Prospectus' document, which each LA must make available on 12 September annually. See link to Derbyshire County Council's admissions page HERE.

Parents will receive an admission decision in writing from the LA on or about 16 April 2027, according to the procedure set out in the LA's Composite Prospectus.

In year admissions
An application form may be obtained online at Apply for a school place - Derbyshire County Council. Applications are made using the online system through the LA as referred to above. The Diocese will manage all admission appeals on behalf of the school.

The Diocese is responsible for:
- Providing a template for the school to prepare its case and offering guidance prior to the hearing.
- Organising an independent appeals panel and hosting hearings online.

The school must:
- Supply the Diocese with a copy of its admissions policy.
- Confirm the date when the governing body considered and refused the application for a school place.
- Submit a written case to the Diocese at least two weeks before the hearing. This case is normally prepared by the headteacher.
- Ensure a school representative, usually the headteacher, attends the online hearing to present the case and respond to questions.

Prospective parents are encouraged to visit the academy and speak with the headteacher prior to any decision about requests for entry being taken.

Children with special educational needs and disabilities
Children are admitted to the academy in accordance with the admission criteria. We do not discriminate for or against children with special educational needs or disabilities and ask parents to fully inform the academy of the nature of any known educational physical, medical or social needs when expressing a preference for their child to attend this academy. This information will

ensure that the child's entry to the academy is as smooth as possible and help inform the level of provision the academy can make to meet the individual needs of the child.

Local Authority details
See link to Derbyshire County Council's admissions page HERE.

A paper form is available from the academy admissions team at the address below. Completed paper applications should be returned to: Clerk to the Governors, Admissions, Hulland CE Primary and Nursery School, Firs Avenue, Hulland Ward, Ashbourne, Derbyshire DE6 3FS

Definitions

Adoption Order
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parents
Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

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. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the admissions authority will determine the home address. If the residence is not split equally between both parents, then the address used will be the address where the child spends most of the school week.

Sibling
A sibling refers to brother or sister, half brother or sister, adopted or fostered brother or sister, stepbrother or sister, or the child of a parent's partner where the child for whom the academy place is sought is living in the same family unit at the same address as that sibling.