

Homefields Primary School



Be Kind, Be Courageous, Be Respectful

Determined Admissions Arrangements

2025-26

Admission arrangements for children starting school

Homefields Primary School is a 4-11 school. The governing body are the admissions authority for the school.

Primary First Admissions – applying for a school place in the normal admissions rounds (Reception and year 3 if transferring from an infant school). First admissions are handled by the local authority.

All information is available at: [Admission arrangements and policies - Derby City Council](#)

Parents/carers are required to apply on a common application form. The form to use is for the city within which the family address is located, these are found on the Derby City Council website. The published admission number (PAN) for Reception and Year 3 is 45.

Derby City Council are handling all our admissions arrangements for:

- o Reception admissions – including late applications.
- o Moving schools
- o In-year transfers – application outside the normal year of entry.

Admissions Over-Subscription 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 EHCP, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live within the current catchment area served by the school with brothers or sisters attending the school at the proposed time of their admission.
3. Other children living in catchment - applications will be assessed from the address the parents are living at the closing date and will be reassessed on the National Offer Date.
4. Brothers or sisters of children still attending the school at the time of their admission, but not living within the school's catchment area.
5. Children who are not living within the school's catchment area.
6. Children whose parents did not request a place by the date set.

Siblings

For the purposes of admissions, we class a brother or sister (sibling) as:

- a natural brother or sister resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters; but not including cousins, nieces or nephews)
- any child in the household where the parent of one child is defined as a parent of the other for the purposes of section 576 of the Education Act 1996.

The 'sibling link' will not apply where the place of the sibling at the school in question was obtained by fraudulent means.

In all relevant cases we will follow Derby City Council's published policy and definition with regards to 'an unplaced child'.

Where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Applying & Appeals

Parents/carers wishing to seek a place for their child at Homefields Primary School should, in the first instance, apply for a place by contacting the Admissions Team at Derby City Council.

Separate admission applications must be made for any transfer from nursery to Primary.

- If a child has a place at Homefields Nursery, a school place **MUST** still be applied for via the Derby City Council as part of School Admissions. Having a place at Nursery **DOES NOT** mean automatic transfer into Homefields Primary School.

[Derby City Council Admissions](#)

Email: primary.admissions@derby.gov.uk

Post address: Derby City Council Primary School Admissions

The Council House Corporation Street

Derby

DE1 2FS

Phone: 01332642725/642728/642730

Minicom: 01332 640666

The Council will either offer or decline a place in relation to the Admissions Policy and PAN (Planned Admission Number).

If the placement is declined, parents/carers may wish to appeal against that decision, in which case they should collect/download an appeal form from Homefields Primary School. [Homefields Appeal Form](#) - this should be completed and returned to

School Administrator,
Homefields Primary School
Parkway
Chellaston
Derby
DE73 5NY

Fair Access Protocol

Homefields Primary School participates in Derby City Council's Fair Access Protocol

Catchment Area

Homefields catchment area can be found [here](#)

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.

Late Applications

Late applications are those submitted after the closing date for the Derby City coordinated admissions scheme [School admissions - Derby City Council](#) and will be dealt in accordance with that scheme. Late applications will be considered up to the date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required. When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

Withdrawing an offer of a place

Withdrawing an offer of a place Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.