



# Admissions Policy

<b>School Policy:</b>	Admissions Policy	
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<b>Policy Lead(s):</b>	Leah Slack	
<b>Approval signature and/or date:</b>	15/12/2025 Chair of Governors	
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# The Park Schools Federation

## Admissions

### Introduction

The local authority (Derbyshire County Council) is responsible for admissions to this school and must act in accordance with the Department for Education (DfE) School Admissions Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

### Admission Number (PAN)

As part of determining their admission arrangements, all admission authorities must set an admission number for each relevant age group. The Governors of The Park Schools Federation have decided that the Published Admission Number (PAN) should be set at 30 pupils per class for the Reception and Key Stage 1 year groups. This is the maximum number that can be admitted to the school in each year.

In Key Stage 2, the PAN has been set to 35 in each class.

The Park Schools Federation has a two-form entry from Reception to Year 6.

### First Admissions to Schools – Intake Arrangements

**Nursery:** Children can join our Nursery class at the start of the school term following their third birthday. Please refer to the school website for further information on Nursery admissions.

**Reception:** The general first admissions policy for all County and Voluntary Controlled primary schools is that children born between 1 January and 31 August may be offered a full-time main school place up to two terms earlier than statutory school age. This policy is subject to parents' statutory right to defer their child's admission to compulsory school age.

**The Park Schools Federation:** We operate a single intake point for all compulsory school aged children in **September**. Therefore, all children who have a birthday between 1 September and 31 August will start school in the September before they turn five.

### Over-Subscription

In the event of more applications than places available for the Reception year group, the following criteria will be applied, in priority order, to determine which applications will be granted:

- 1. Looked After Children:** Children looked after by a local authority.
- 2. Children with an Education, Health and Care Plan (EHCP):** Children with an EHCP naming The Park Infant & Nursery School.

- 3. Catchment Area & Sibling:** Children whose permanent home address is within the school's catchment area and who, at the time of admission, will have a brother or sister attending the school.
- 4. Catchment Area:** Other children who live in the catchment area.
- 5. Outside the Catchment Area & Sibling:** Children who live outside the school's catchment area with siblings attending the school.
- 6. All Other Applicants:** Remaining places will be allocated through a random allocation process.

In the event of over-subscription within any criterion, preference will be given to children who live nearest to the school. Distances are measured from the entrance to the child's home address to the school's main gate.

### **Special Circumstances**

The following groups of children will be given special consideration in their application to the school:

- Children whose particular medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that The Park Infant & Nursery School is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application.
- The Local Education Officer will consider each case on its merits and determine the allocation of any such place.

### **Admissions to Year Groups Other Than Reception**

Applications for admission to year groups other than Reception (in-year admissions) will be considered in line with the Local Authority's coordinated admissions scheme.

### **Further information**

Further guidance on the admissions process, including waiting lists and appeals, can be found on Derbyshire County Council's website:

[Apply for a school place - Derbyshire County Council](#)