



School Admissions Arrangements 2023-2024

Version Control: V2 – no changes this cycle			
Date approved:	February 2022	Review planned:	February 2023
Signed: <i>S Armitage</i>			
Name: Sarah Armitage		Chair of Trustees	

Our School is part of Embark Federation.

As an academy, we are required to set and publish our own admissions criteria.

Admission applications are managed through the Derbyshire Co-ordinated Admissions Scheme and are in line with the Derbyshire Admission arrangements for community and voluntary controlled schools.

Individual pupils who have a statement of special educational needs or an Education & Health Care Plan (EHCP) which names Aldercar High School will be admitted.

In deciding on admissions to Aldercar High School, the following order of priority will be adopted.

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
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. Other children whose parents have requested a place.

Where, in the case of 2,3, 4, or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school will be given preference.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal area.

Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements.

The term brother or sister includes: (a) a half-brother and/or a half-sister (b) a legally adopted child being regarded as a brother or sister (c) a step-brother and/or step-sister residing in the same family unit

Route Measurement

The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools. For further information please follow the link to the Derbyshire published admissions arrangements web page.

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

All data is processed in line with the new GDPR Regulations, May 2018

Visits by prospective parents are always welcome. Please come and meet the headteacher and have a tour of the school. **Please contact the school on 01773 712477**

Moving and transferring schools

It is important that parents keep the Headteacher informed when they are considering changing schools, as we have a duty to inform the Authority of any child that we believe has left our school and has not provided any information on their destination and education provision. If we are unable to establish your child's new school, we would have to refer them as a missing child to the Children Missing from Education Officer. As a result, your child's name may be kept on a missing register and efforts will be made to trace them. It is also important to know about a new school so that we can send on your child's records.

This is departmental guidance from the Department for Education. It is non-statutory, and has been produced to help parents understand their obligations and rights in relation to elective home education. This guidance is for parents, especially those educating children at home or considering doing so.

If you have any questions about elective home education please email: cs.ehe@derbyshire.gov.uk or tel: 01629 532843.