



## **ADMISSION ARRANGEMENTS 2025/2026**

### **ENTRY AT YEAR 7**

The number of intended admissions for the year commencing 1<sup>st</sup> September 2025 will be 180.

Where applications for admission exceeds the number of places available, the criteria used by the Governors in forming their admissions policy are listed as follows in priority order using the Derbyshire Admissions criteria:

0	Individual students who have a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names the school will be admitted.
1	Children in care and care leavers.
2	Children living in the normal area served by the school at the time of application and admission. For a definition of living in the normal area, see note (1) below.
3	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, see note (2) below.
4	Children of staff at the school, where the member of staff has been employed at the school for two or more years at the time at which the application for the admission to the school is made.
5	Other children whose parents have requested a place.

#### **Notes:**

- (1) 'Living in the normal area' is defined as the child having full-time residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residence at the property concerned may be required.
- (2) Siblings are considered to be a brother or sister; a half-brother or half-sister; a legally adopted child regarded as a brother or sister; a step-brother or step-sister residing in the same family unit.

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

Application forms are available from the County Council early in September in the year preceding entry and are dealt with in accordance with the co-ordinated scheme.

The Governors will not consider more than one application on behalf of the same child in a single academic year unless the Chair of Governors considers there is a significant change in the particular circumstances of that child. The Governors reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place.

A waiting list for places in Year 7 at the School will be maintained by the Council in accordance with the co-ordinated scheme.



### **Requesting Admission out of Normal Year Group**

Parents must inform the Headteacher in writing if they wish their child to be admitted to the School out of the normal Year Group. This letter must outline the reasons why an out of Year Group admission is requested. If the child is already in Year 6 as an out of normal Year Group admission, this will continue to be honoured in the transition to Year 7. A supporting letter would not be required in this instance. The application must be supported with as much information as possible including the child's academic, social and emotional development and, where relevant, their medical history and the views of a medical professional. If the School agrees to the request, the application will be processed as part of the main admissions round.

### **In Year Admissions**

If places become available in later years because students leave, the same criteria are applied in the same order of priority to those who apply; the decision is determined by the child's situation which prevails at the time it is made.

### **In Year Admissions out of the Normal Year Group**

Parents must inform the Headteacher in writing if they wish their child to be admitted to the School out of the normal Year Group. The application must be supported with as much information as possible, including the child's academic, social and emotional development and, where relevant, their medical history and the views of a medical professional. If the School agrees to allow an admission out of the normal Year Group and the Published Admission Number (PAN) in the Year Group in question has been reached, this admission must go to appeal.

### **Appeals**

If you are not offered a place at our School, you have the right to appeal to an independent panel. Information on the appeals process will be provided with the decision notification.

The Secretary of State can investigate written complaints about maladministration on the part of a panel hearing appeals. The investigations cover issues such as a failure to follow correct procedures or a failure to act independently and fairly, rather than complaints where a person simply feels that the decision taken is wrong.

### **Withdrawing an offer of a place**

Any offers 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 residence in the catchment area and the failure of a parent to respond to an offer of a place within a reasonable amount of time.

### **Fair Access Protocol**

Brookfield Community School, as all admissions authorities are obliged to, participate in the local Fair Access Protocol.

### **Normal School Area**

Using the Local Authority's website by following the link below, you are able to search and check whether your postal address resides within the school's normal school area.

<https://apps.derbyshire.gov.uk/dotnet-applications/Admissions/NormalAreaFinder.aspx?admissiontype=Secondary&usercontrolfunction=AJAX>