



**Cromford C of E Primary School**  
**Name of Policy: Admissions**  
**Policy Number: 1**

This policy has been reviewed and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.

Approved:	6 <sup>th</sup> December 2019, 10.6
Next date for review/approval:	Autumn 2019
Chair of Governors:	Gill Donaldson

## ADMISSIONS POLICY

The Local Education Authority is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools from the academic year 2006/2007 onwards. Essentially the Authority acts as a “clearing house” for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LEA, and give reasons for their preferred schools.

Common application forms will be available from Derbyshire Primary, Infant and Junior Schools and other public establishments. They should be returned by the closing date for applications which is midnight on 15<sup>th</sup> January 2019. On 16<sup>th</sup> April 2019 parents will be offered one place only in a Derbyshire school. Parents may also apply online.

Further information about the co-ordinated admissions scheme is available in the Authority's Parents' Information Booklet – How to Apply for a place at Primary School – Guide for Parents 2018/2019 - Relevant sections are contained in the Appendix. Link is [www.derbyshire.gov.uk/education](http://www.derbyshire.gov.uk/education) and learning.

Prior to admission to the Reception Class, pupils are offered a series of visits in the half term prior to starting – for September intake this is during June and July. There is a session also in these terms for parents to attend an informal meeting with members of staff to discuss arrangements and school procedures, order sweatshirts etc. On starting, children are offered a phased entrance depending on need. This may mean attending for only half days in the first week/two weeks. We want to make the transition into school as smooth as possible and ensure children are inducted well.

On or before admission, parents will be asked to complete a school registration form giving relevant information about their child. Basic information about children is held on computer to assist with the efficient organisation of the school and the individual educational needs. Security measures are taken to ensure that the information is kept

confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified.

Cromford Primary School and the Derbyshire Education Authority have registered with the Data Protection Register details of persons to whom they may wish to disclose information. By law under provisions of the Data Protection Act 1984 information may only be disclosed to other persons in accordance with this registration. If you are concerned about any aspect of personal information held on computer, please contact the Headteacher in the first instance, or write to:

The Data Protection Liaison Officer, Education Department,  
Derbyshire County Council, County Hall, Matlock DE4 3AG.