Derby City Council

Co-ordinated Admissions Scheme for Primary Schools 2027/2028

Derby City Council

February 2026

This is the comprehensive version of Derby City Councils coordinated admissions arrangements. A simpler plain English/user friendly version is available on the Council's website via Apply for a reception or junior place .

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Team School Admissions and Appeals
Directorate Peoples Services
Organisation Derby City Council
Updated February 2026

Foreword

This document is prepared by Derby City Council in its capacity as the administrator for the coordinated admissions scheme for entry into infant or primary school or transfer from infant to junior school in September 2027.

This is generally known as the normal admissions round, which runs from applications received between 4th November – 15th January and includes late applications which are received after the closing date but before the start of the new academic year. Any applications received after this point are considered as in-year applications and will be considered by individual admission authorities.

The Council is the admissions authority for the community schools listed below and will process any in-year applications in accordance with the in-year admissions scheme, see separate policy.

The Council acts as the clearing centre for a number of different schools who determine their own individual admission and appeal arrangements.

The co-ordinated scheme applies to the schools below:

Infant, junior and primary

Community Schools

Alvaston Infant and Nursery School	Ashgate Primary School	Becket Primary School	Cavendish Close Infant School	Dale Community School	Gayton Junior School
Markeaton Primary School	Meadow Farm Primary School	Mickleover Primary School	Oakwood Infant School	Parkview Primary School	Pear Tree Infant School
Portway Infant School	Ravensdale Infant School	Redwood Primary School	Ridgeway Infant School	Roe Farm Primary School	Rosehill Infant and Nursery School
Shelton Infant School	Silverhill Primary School	Wren Park Primary School			

Academies

Allenton Primary School	Alvaston Junior School	Arboretum Primary School	Ashwood Spencer Primary	Ash Croft Primary School
Asterdale Primary School	The Bemrose School	Beaufort Primary School	Bishops Lonsdale Church of England Primary School	Borrow Wood Primary School
Brackensdale Spencer Primary School	Breadsall Hilltop Primary School	Brookfield Primary School	Carlyle Infant and Nursery School	Castleward Spencer Academy School
Cavendish Close Junior School	Chaddesden Park Primary	Chellaston Infant School	Chellaston Junior School	Cherry Tree Primary
Cottons Farm Primary School	Derwent Primary School	Firs Primary School	Grampian Primary School	Griffe Field Primary School
Hackwood Primary School	Hardwick Primary School	Homefields Primary School	Lakeside Primary School	Landau Forte Academy Moorhead
Lawn Primary School	Oak Grange Primary School	Oakwood Junior School	Pear Tree Junior School	Portway Junior School
Ravensdale Junior School	Reigate Primary School	Springfield Primary School	St Albans Catholic Primary School	St Chads Church of England Primary School
St Georges Catholic Primary School	St John Fisher Catholic Primary School	St Joseph's Catholic Primary School	St Mary's Catholic Primary School	St Peter's Church of England Junior School
St Werburgh's Church of England Primary School	Walter Evans Church of England Primary School	Wyndham Spencer Primary School	Village Primary School	

Foundation Schools

Shelton Junior School

Free Schools

Akaal Primary School	Zaytouna Primary School

Voluntary Aided Schools

St James's Church of England Infant and Nursery School	St James's Church of England Junior School

Interpretation

In this scheme –

"The Council" means Derby City Council acting in its capacity as local authority and the coordinating admissions authority.

"VA schools" means schools that are voluntary-aided schools.

"Academy" means schools that have academy status.

"Free schools" means schools that have free school status.

"Admission Authority" means, in respect of any school which is a:

Community school – the Council

VA or academy – the governing body of that school/academy.

In respect of a free school or academy – the governing body of that school/academy.

"CAF" means the Common Application Form supplied by the Council electronically or on paper.

"Admission arrangements" means the arrangements for a particular school or academy which govern the procedures and decision-making for the purposes of admitting pupils to the school(s)/academy.

"Parent" means an adult that has parental responsibility for the child in which the application refers to.

"LAC" means Looked-After child, child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

"EHCP" means Education, Health, and Care Plan, it is a legal document which describes a child, or young persons aged up to 25 with special educational needs and the support they need.

Introduction

For the 2027/2028 school year, the Council will be co-ordinating the admission to infant/primary and transfer from infant to junior school arrangements with Derbyshire County Council which shares a border with Derby City.

The co-ordinated scheme for admission to infant/primary and transfer from infant to junior school is a mechanism to ensure that every parent resident in Derby who has applied for an infant/primary or junior school place for their child in these admission rounds receives a single offer of a school place on the National Offer Day of 16 April (or next working day after this date).

This scheme aims to co-ordinate the arrangements for the admission of pupils to infant/primary and junior schools in the area. The coordinated scheme is an administrative process which is intended to make admission to school easier, more transparent, and less stressful for all parents. It allows applicants to apply online or on one common application form.

Eligibility for admission to a school is determined by the respective admission authority. These are.

i. for community schools - the Local Authority.
ii. for academies - the governing body of the academy.
iii. for free schools – the governing body of the school.
iv. for schools in Derbyshire County Council's area - for academies, voluntary aided, foundation and trust schools - it is the governing body of that school/academy; for community and voluntary controlled schools - it is Derbyshire County Council.

The entry to infant/primary and transfer from infant to junior school is the process by which:

a) an application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of a qualifying scheme.

b) an application is considered by the relevant admission authority for the school in determining, in accordance with the school's admission arrangements, the order of priority in which the application is ranked; and

c) an offer relating to that application is communicated to the parents on the offer day.

Children with an EHCP are not covered by this scheme; children who have an EHCP will follow a different pathway as set out in Childrens & Families Act 2014. For more information and advice contact the Council's Special Educational Needs and Disability (SEND) Team at Phase transfers - Derby City Council.

Applying for an infant/primary school place

There will be a standard form, known as the Common Application Form (CAF).

The CAF must be used by parents for children resident in Derby City to make up to three preferences in rank order and give reasons for their preferences, parents may also apply for schools outside of the Derby City area. Parents are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.

Parents must apply directly to their home authority in which they reside at the time of application.

For separated parents and children spending time in two households please see note below:

Applications for school admissions are based on the child's primary residence. Primary residence is taken to be the property where they live on a full-time basis. In the case of separated parents' primary residence is deemed to be the address where the child spends the majority of the time. In the case of dual residence please see section entitled 'Child's place of primary residence' further down in the document.

In the case where families own/rent several properties the primary residence will be treated as the property the family are living at the date of the application.

In the case of over-subscribed schools, the Council, on behalf of admissions authorities, reserves the right to request evidence of proof address and length of time lived at the address.

The Council will take all reasonable steps to ensure that every parent resident in Derby City who has a child of the appropriate school age has access to a copy of the CAF and composite prospectus (Primary Admissions Handbook publication), which includes a summary of the co-ordinated admissions scheme.

All three preferences will be treated equally by the Council.

Parents resident in Derby City are strongly encouraged to apply through the Council's website using the online admissions system.

Parents resident in Derby City are able to make a telephone application, by contacting the School Admissions Service on 01332 642730.

Alternatively, if parents' resident in Derby City wish to apply using a paper application form (CAF), they should contact the Admissions Service on 01332 642730, relay 07774 333 412, or email Admissions@Derby.gov.uk to request the CAF, the CAF should be returned to the **School Admissions Team, The Council House, Corporation Street, Derby, DE1 2FS.**

Completed CAFs, together with any additional information or documentation required by the admission authority, must be returned by the national closing date of **15 January 2027.**

Applications from parents not resident in Derby City must be made on the relevant online or paper application form available from their home local authority. Where the Council receives an application from a parent not resident in Derby City, the parent will be advised to apply directly to their home authority.

The child's primary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the CAF, i.e., 15 January 2027.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

The Council can only accept one application from one address, per child. The parents/carers must ensure that they are both happy with the schools listed on the child's application.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.

2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.

3. If no agreement can be reached by the parents, the Council reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address that the child spends the most time.

4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on

a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.

b) If parents are separated and both have parental responsibility, then they must determine, who will make the application

c) If parents cannot agree then it is recommended that a determination is sought by a court.

d) In the event of an unresolved dispute between parents by the closing date, the Council will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the Council will determine whose application is progressed, on a case-by-case basis, usually but not always from which parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the Council will consider all of the circumstances and decide which application to progress on a case-by-case basis and provide reasons for doing so. This will ensure the child has an active application for a school place.

5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required. See the section on Addresses of Convenience for further details.

6. If evidence/information provided is insufficient or inconclusive, the Council may request further information.

Addresses of Convenience

The Council will only use a child's legal guardian's address, their child's only or main residence, for their child's application for a school place. The following examples below are considered address of convenience and informal living arrangements, which will not be accepted:

- relative's addresses which are not the child's legal guardians address or their main residence
- friends' addresses which are not the child's legal guardian's address or their main residence
- temporary address (used to improve your priority for a school place)

Information required by Faith schools/Academies.

1. Faith schools/academies may require parents who have expressed a preference for the school on the CAF, to provide additional information which is not contained on the CAF. Additional information can be requested by the school on a supplementary form, this should only be necessary where the additional information is required for the governing body to apply their oversubscription criteria to the application.

2. A supplementary form is not a valid application form unless the parent has also completed the appropriate home local authority CAF, and the school is named as a preference. Supplementary forms should be returned directly to the preferred school/academy. Schools will provide parents with the supplementary form.

3. Where a supplementary form is not submitted to the relevant school/academy in addition to the CAF, it is very likely to affect the consideration by the governing body of that academy of the preference expressed.

4. The governing body of a faith school/academy may determine whether or not to obtain a copy of the supplementary form where the parent has failed to submit one with their CAF.

5. When a faith school/academy has failed to obtain a supplementary form but there is a CAF, the application must proceed because a valid application has been made.

Procedure

The Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to CAFs received. Except where acting in its separate capacity as an admission authority for community schools, the Council will not be making any decision with respect to the offer or refusal of a place in response to any application form.

1. The application window opens on **4 November 2026** (or the next closest working day)

2. The Council will contact parents' resident within Derby City with application packs by **14 November 2026** at the latest.

3. The closing date for applications is **15 January 2027**.

4. By **23 January 2027** the Council will send to other local authorities' details of the applicants who have applied for schools in their area.

5. By **15 February 2027** the Council will send to the admission authority of each Derby City school details of all the applicants who have applied for a place at their school. The Council will also provide details of all applicants who have applied for their schools by use of the Schools Access Module (SAM) and any supplementary information received.

6. In considering applications for admission to Derby City schools the order of ranking as stated on the CAF will not be revealed.

7. By **6 March 2027** the Council will have received from other admission authorities in Derby City a list of children who can be offered a place and those who cannot. All applications should be ranked, not just those to whom places can be offered.

8. By **13 March 2027** the Council will compare the list of provisional offers for all Derby City schools against the list of provisional offers from other admission authorities and:

a) determine which provisional offers will be made to Derby City residents taking into account the ranking of the preferences on the CAF.

b) inform other local authorities and other admission authorities of those provisional offers which are to be accepted and of those which are to be withdrawn.

9. The single offer will be the highest ranked preference school named on the application/CAF form.

10. Where the single offer is the first parental choice all the other named schools on the application/CAF are withdrawn, and it assumed the place will be accepted, unless the Council are advised otherwise.

Where the single offer is a lower ranked preference, it is still assumed the place is accepted and the child will automatically be placed on the waiting list for any higher-ranking school named on the application/CAF.

11. In order to complete allocations to oversubscribed schools, a further cycle of the process will be undertaken. This cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (7) above. The waiting list will comprise of:

a) applicants for whom it has not been possible to make any provisional offer.

b) applicants where any of the first choices cannot be offered, the Council will look at the schools who are undersubscribed and allocate a place taking into account, normal area school, or nearest school with places.

12. By **4 April 2027** the Council will:

a) review all offers to ensure every child has been offered a school place and is on the waiting list where a preferred school has not been offered.

b) notify other Council's where the offer is to be made to a resident of their area.

c) update the list of offers for all Derby City schools.

d) receive information from other Councils of any places which they can offer to a Derby City resident under their coordinated scheme.

e) make determinations on which offers will be made to Derby City residents taking account of:

i) offers from other Council's; and

ii) the waiting list for places at schools.

f) inform other admission authorities of which offers are to be confirmed for places in their schools which are to be accepted and those of which are to be withdrawn.

The single offer of a school place

The Council as the Coordinating Authority will be the body that communicates decisions to Derby City residents on 16 April 2027 (or the next working day) as follows:

a) for community schools where the Council is the admission authority.

b) on behalf of academies and voluntary aided schools/academies.

c) on behalf of any school maintained by another local authority.

1. Parents will receive only a single offer of a place for admission to a school.

2. Where there is only one school for which a preference can be met, a place will be offered at that school.

3. Where there are two or more provisional offers which could be made, subject to the schools' admission criteria and availability of places, the ranking of the expressed preferences as listed on the CAF will be used to determine which of those provisional offers is the highest and will become the single offer of a place.

4. Where a single offer of a place has been made for a higher-ranking preference school outside of Derby City then that school will be the single offer made by the Council and the Council will not make a further offer.

5. The single offer is always made by the coordinating admissions authority in the area a parent resides.

6. The single offer of a place will be communicated by email to parents who applied online on the national offer day and will contain the following information:

- the name of the school at which a place is offered.
- the outcome of each of the other preferences made on the application/CAF.
- information about the right of appeal and how to lodge an appeal, against the decision to refuse places at the other school/academy preferences made on the application/CAF.

7. On national offer day all schools within Derby City will have access to a list of those children whose parents/carers have been offered a place at the school for their child.

Accepting the place offered

Places will be automatically accepted; however, parents should notify the Council if they no longer wish to accept the place at the offered school. Places will only be withdrawn if alternative education has been secured.

Preferences not met (Alternative offers)

1. Where this Council cannot make a single offer for any of the preferences expressed by a parent resident in Derby City, a place will be allocated to the child:

a) at the Derby City catchment school/academy if places remain at that school or

b) the next nearest in distance available Derby City school/academy with places.

2. Where no preference has been made by the closing date, an allocated (alternative) place will be determined and communicated to parents on the national offer day (or as soon as possible after this date when it is not practical to communicate this on the offer date). A place will be allocated to the child using 1a and 1b above.

3. A determination of the nearest school will be made by reference to the distance measured using a computerised mapping system (GIS) by means of a straight line from a point at the school campus to a point at the child's home, both identified by the Local Land and Property Gazetteer.

Late applications/changes of preference

During the application window parents can change their preferences and will still be treated as an on-time application.

However, any applications/changes of preference received by the Council after the closing date, 1**5 January 2027,** but before national offer day, will be considered late.

1. All applications/changes of preference that are considered late will be considered after all other on-time provisional offers have been determined.

2. Parents should be aware, where preferences are changed after the closing date, **15 January 2027,** as a result of moving address into a different catchment area, for which documentary evidence may be required, these applications will be treated as on-time applications.

3. On or after National Offer Day:

a) where a parent has been allocated a place on the offer day, and they wish for a place at a school ranked lower on the original CAF to be considered the parent will be required to notify the Council of this request. This will be considered a change of preferences.

b) where a parent has been allocated a place on the offer day, and they decline that place and require a place at a school not named on the original CAF. The parent will be required to make an application for any school not named on the original CAF.

4. Applications made after the National Offer Day,16 April 2027, and up to the start of the academic year for admission to school in the intake year (reception) by a Derby City resident must be made on a CAF and will still be coordinated within the provisions of this scheme.

5. Applications received from the start of the academic year onwards will be considered as an 'in-year' transfer and will be dealt with under the coordinated in-year admissions scheme for those schools/academies that opt to continue with the Council's co-ordinated in-year admissions scheme. For those schools/academies that opt out of the Council's co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the school/academy applied for to be considered as an 'in-year' transfer.

Right of Appeal

Any parent whose child is refused a higher-ranked school place for which they have applied has the right to appeal to an independent appeal panel*.

*In the case of Junior school admissions *Except where their child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two year from the last exclusion. (This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place).*

Waiting Lists

1. The Council will maintain in conjunction with own admission authorities, a waiting list for all city schools where the number of applications received during the entry year into infant/primary or infant to junior transfer for those schools that have exceeded the number of available places in entry year. The waiting list will operate on the offer day and will be maintained by the Council in conjunction with the relevant admission authority up to the start of the academic year after which the relevant admission authorities will operate their own waiting list in accordance with their own arrangements.

2. The waiting list for each oversubscribed school will contain:

a) children that secured a single offer of a lower-ranked preference.

b) children who have been refused a place and were unable to receive an alternative offer

3. Being on a waiting list should not raise undue expectations about the likelihood of being offered a place in due course. Where a waiting list is used, the school's published admission policy should make clear that these children will be ranked in the same order as the published oversubscription criteria. If late applicants have a higher priority under the oversubscription criteria, they will be ranked higher than those who may have been on the list for some time.

4. Where school places become vacant before any admission appeals are heard, admission authorities should fill these vacancies from the relevant waiting list. Placing a child's name on a waiting list does not affect the parent's right to appeal against an unsuccessful application.

5. If parents wish for their child to remain on a waiting list for the following academic year, they should contact the Admissions Team on 01332 642730, email Admissions@Derby.gov.uk from 15 June each year.

Applying for an Infant to Junior School transfer

The same process will be adhered to for transfer from Infant school to Junior within the Council's coordinated admissions scheme.

Parents/carers are strongly encouraged to name the maximum number of preferences allowed to increase their chances of being offered a place at one of their named schools.

For parents of year 2 children that are attending an infant school who are moving to year 3 in a junior school.

1. Parents can choose up to three preference Junior schools on their application/CAF, which will be treated as a new application for a September entry or

2. Where parents choose a primary school instead of a junior school, this preference will be dealt with a an in-year transfer within the in-year coordinated scheme for entry as soon as a place becomes available. This recognises that the intake year for a primary school is reception, not year 3 as is the case with a junior school.

3. Completed CAFs, together with any additional information or documentation required by the admission authority, must be returned by the published closing date of **15 January 2027**.

4. Applications from parents not resident in Derby City must be made on the relevant application form available from their home local authority. Where the Council receives an application from a parent not resident in Derby City, the parent will be advised to apply directly to their home authority.

5. The single offer of a place will be communicated by email to parents/carers who applied online on the national offer day.

6. Applications made between national offer day and the start of the academic year for admission to school in the intake year (year 3) by a Derby City resident must be made on a CAF and will still be coordinated within the provisions of this scheme.

7. Applications received from the start of the academic year onwards will be considered under the coordinated in-year admissions scheme for those academies that opt to continue with the Council's co-ordinated in-year admissions scheme. For those academies that opt out of the Council's co-ordinated in-year admissions scheme, applications received from the start of the academic year onwards should be sent directly to the academy applied for to be considered as an 'in-year' transfer. With the exception of the above variations, the coordination of applications to junior schools is as set out in the infant/primary scheme.

Change of Address

1. If a child moves before the relevant closing date 31 January 2027 and can provide proof that they were residents at that address before the closing date, the application will be assessed from their new address.

2. If a child moves after the closing date 31 January 2027 but before the offers have been made, the Local Authority School Admissions Service will assess the application from where they lived at the closing date. Once the decisions have been made on relevant National Offer Day, the Local Authority will update the address for waiting list purposes if unable to offer you a place at your preferred school.

3. If a child changes their main residential address after the relevant National Offer Day and wants to keep the place at the school they have been offered, the application will be reassessed from their new address, to see if they would have been offered a place. If a parent would not have been offered a place from their new address the application will be withdrawn.

4. If a child moves into Derby City and cannot provide sufficient proof of their address when requested by the Council, the residency will be calculated using the furthest point to the city boundary from the school applied.

A Child's Primary Residence

A child's primary place of residency will be deemed to be the residential property in which they normally and habitually reside with the person having parental responsibility at the closing date.

The Council can only accept one application from one address, per child. The parents/carers must ensure that they are both happy with the schools listed on the child's application.

1. Where parental responsibility is held by one or more parents and those parents reside in separate properties, the child's primary place of residency will be deemed to be the property at which the child normally habitually resides for the greater part of the week including weekends.

2. If the child spends an equal amount of time at separate properties, parents will be asked to nominate the address that they wish to use for the purpose of allocating a school place.

3. If no agreement can be reached by the parents, the Council reserves the right to nominate the property considered most appropriate, which will normally be deemed as the address named on the Child Benefit letter.

4. Parents are advised to seek an agreement with any other person who may apply for their child, such as another parent. We will consider applications based on

a) If one parent has parental responsibility (as evidenced by documentation) that parent's application is the one that will be accepted.

b) If parents are separated and both have parental responsibility, then they must determine, who will make the application

c) If parents cannot agree then it is recommended that a determination is sought by a court.

d) In the event of an unresolved dispute between parents by the closing date, the Council will accept the application by the parent with whom the child resides the majority of the school week. Where that is equal, the Council will determine whose application is progressed, by the parent who is in receipt of Child Benefit. If no one is in receipt of Child Benefit, then the Council will consider all of the circumstances and decide which application to progress and provide reasons for doing so. This will ensure the child has an active application for a school place.

5. Informal residency agreements with family and/or friends will not be accepted unless there are exceptional circumstances, for which supporting evidence will be required. See the section on Addresses of Convenience for further details.

6. If evidence/information provided is insufficient or inconclusive, the Council may request further information.

Addresses of Convenience

The Council will only use a child's legal guardian's address, their child's only or main residence, for their child's application for a school place. The following examples below are considered address of convenience and informal living arrangements, which will not be accepted:

- relative's addresses which are not the child's legal guardians address or their main residence
- friends' addresses which are not the child's legal guardian's address or their main residence
- temporary address (used to improve your priority for a school place)

False and intentionally misleading Information

1. Where, under the scheme, the offer of a place is found to be based on fraudulent or intentionally misleading information on the application, which effectively denied a place to a child with a stronger claim to the place at the school, the offer of a place will be withdrawn where this provision is included in the respective admission arrangements of the relevant admission authority.

2. Where, a place has been obtained fraudulently and the child has started at the school, the length of time that the child has been at the school must be considered. It is considered appropriate to withdraw a place if the child has been at the school for less than one term.

3. Where the place or an offer has been withdrawn, the application will be reconsidered, and the usual statutory right of appeal made available if a place is subsequently refused.

IMPORTANT – Please note that all the dates and processes contained in this scheme are subject to alteration due to the implementation of any subsequent School Admission Code which would supersede this scheme.

TIMETABLE FOR COORDINATING ADMISSION ARRANGEMENTS 2027/2028

4 November 2026	•Opening date for applications for starting reception and/or transfering from infant to junior school.
14 November 2026	• Information is distributed by the Council to Derby City parents or via nursery schools where the child attends a nursery attached to a city infant or primary school.
15 January 2027	• Closing date for receipt of Common Application Form (CAF).
15 February 2027	• The Council sends applications to other Council's for schools in their area.
6 March 2027	• Own admission authority schools listed in Note 1 to send to the Council a list of children who can be offered a place and those who cannot (all applications to be ranked).
13 March 2027	• The Council to determine which provisional offers will be made at Derby City schools taking account of the ranking of the preferences on CAFs and inform other Council's and admission authorities of those provisional offers which are be accepted and those of which are to be withdrawn.
4 April 2027	• Inform other Council's and admission authorities of which offers are to be confirmed for places in their primary schools and and those of which are to be withdrawn..
16 April 2027	• National Offer Day - parents receive their decisions. Emails sent to Derby City parents who applied online. Offers posted to parents resident in Derby City.
3 June 2027	• Closing date for the Council's maintained school appeals to be received.

Note 1 – own admission authority primary schools.

Allenton Primary, Alvaston Junior, Akaal Primary, Arboretum Primary, Ashwood Spencer Primary, Ash Croft Primary, Asterdale Primary, The Bemrose School, Beaufort Primary, Bishops Lonsdale Church of England Primary, Borrow Wood Primary, Brackensdale Spencer Primary, Breadsall Hilltop Primary, Brookfield Primary, Carlyle Infant and Nursery, Castleward Spencer Academy, Cavendish Close Junior, Chaddesden Park Primary, Chellaston Infant, Chellaston Junior, Cherry Tree Primary, Cottons Farm Primary, Derwent Primary, Firs Primary, Grampian Primary, Griffe Field Primary, Hackwood Primary, Hardwick Primary, Homefields Primary, Lakeside Primary, Landau Forte Academy Moorhead, Lawn Primary, Oakwood Junior, Pear Tree Junior, Portway Junior, Ravensdale Junior, Reigate Primary, Shelton Junior School, Springfield Primary, St Albans Catholic Primary, St Chads Church of England Primary, St Georges Catholic Primary, St James's Church of England Infant and Nursery, St James' Church of England Junior, St John Fisher Catholic Primary, St Joseph's Catholic Primary, St Mary's Catholic Primary, St Peter's Church of England Junior, St Werburgh's Church of England Primary, Walter Evans Church of England Primary, Wyndham Spencer Primary, Village Primary, Zaytouna Primary School.

SCHOOL ADMISSION APPEALS TIMETABLE 2027/2028

Primary School

Thursday 16 April 2027

- National Offer Day for pupils starting reception and moving from infant school to junior school

Tuesday 2 June 2027

- Closing date for all Infant, Junior and Primary school appeals for community and maintained schools.
- NB: for details of appeal closing dates for all other secondary school, please contact the school directly

w/c 29 June 2027
w/c 6 July 2027
w/c 13 July 2027

- Infant/Junior and Primary School appeal hearing dates for community and maintained schools.
- NB for details of appeal dates for Academies, Foundation or Voluntary Aided School please contact the school directly

Please Note: These dates are scheduled 2 years in advance and may be subject to change.

Derby City Council Maintained School

Published Admission Numbers (PANs) 2027/2028

School Name	Published Admission Number	Number of Nursery Places
Alvaston Infant and Nursery School	90	52
Ashgate Primary School	45	
Becket Primary School	30	26
Cavendish Close Infant School	90	39
Dale Community Primary School	KS1 -75, KS2 – 81	
Gayton Junior School	90	
Littleover Community School	295	
Markeaton Primary School (Enhanced Resource)	60	
Meadow Farm Primary School	30	26
Mickleover Primary School	60	
Oakwood Infant School	90	39
Parkview Primary School	30	26
Pear Tree Infant School	90	
Portway Infant School	60	
Ravensdale Infant School	90	30
Redwood Primary School	90	50
Ridgeway Infant School	90	
Roe Farm Primary School	45 – **proposed PAN 30**	52
Rosehill Infant and Nursery School	50	39
Shelton Infant School	70 – **proposed PAN 60**	26
Silverhill Primary School	60	
Wren Park Primary School	54	

Derby City Council's Maintained School

ADMISSION ARRANGEMENTS 2027/2028

If the school is oversubscribed, after the admission of pupils with an Education Health and Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act (1989).

2. Children who appear to the Council to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.

3. Children who are both living in the catchment area served by the school and have brothers or sisters* of compulsory school age still attending the school at the time of their admission.

4. Other children living in the catchment area.

5. Children who do not live in the catchment area served by the school but who have brothers or sisters* of compulsory school age still attending the school at the time of their admission.

6. In the case of church schools, children whose parents request a place on religious grounds as stated on their application form.

7. Other children whose parents have requested a place.

8. Children whose parents did not request a place by the closing date.

Tiebreaker 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 the 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.

Once the closing date has passed, the preferences cannot be altered – subject to any new Code of Practice changes.

Multiple births will be allocated a school together within the boundaries of Infant Class Size Legislation.

There will be no changes to the relevant area or community school catchment areas for the 2027/28 admissions round.

Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to www.derby.gov.uk/admissions

Applications made outside the normal round within categories 2 to 7 who are unplaced, will be given priority followed by children on the waiting list living nearest to the school using the Council's measuring system.

Waiting lists for all community schools will be maintained for all year groups.

*The definition of a brother or sister is having one or both natural parents in common, being related by a parent's marriage, or who are adopted or fostered. Brothers and sisters must be living at the same address.

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

Closing dates for applications: 31 October 2026 (Secondary)

15 January 2027 (Primary)

Derby City Council's Maintained School
ADMISSION ARRANGEMENTS 2027/2028

Definition of an unplaced child

If an application is received for a child outside the normal admission round first priority will be given within categories 1 -7 to pupils who have not been on a city roll during the academic year of application, and must meet one of the following criteria:

a) Children leaving the criminal justice system or a Pupil Referral Unit who need to be reintegrated into mainstream education.

b) Children who have been out of education for two months or more.

c) Children of Gypsies, Roma, Travellers, refugees, and asylum seekers.

d) Children who are carers.

e) Children who are homeless.

f) Children with unsupportive family backgrounds for whom a place has not been sought and.

g) Children with Special Educational Needs, disabilities, or medical conditions but do not have an Education, Health, and Care Plan (EHCP)

Note:

A child will **not** be considered unplaced if the Council has allocated a school place within the normal admissions round or can offer a school place within a reasonable distance outside of the normal admissions round.