Derby City Council

Our ref	Junior Transfer 2027
Contact	Rosie Smith
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Tel	01332 642620
Minicom	01332 640666

Date 23-Oct-2026

Dear Parent

IMPORTANT INFORMATION ABOUT YOUR CHILD'S ADMISSION TO JUNIOR SCHOOL IN SEPTEMBER 2027

Your child is due to transfer to junior school [Year 3] in September 2027. The City Council is required by law to co-ordinate the applications process on behalf of all schools within Derby City. This scheme applies to **all junior schools** [not independent and special schools] and just three *primary* schools which have an extra intake at Year 3:

- Dale Primary School
- Hardwick Primary School
- St. John Fisher Catholic Voluntary Primary Academy

You may express up to three preferences in the order you prefer. You can complete an application online at www.derby.gov.uk/primary *from 1 November onwards*. If unable to apply online, you will need to call 01332 642620 to make an application by telephone. We must receive your application **by 15 January 2027**. Applications received after this deadline will not be considered until all other on time applications have been determined.

If you do not receive an acknowledgement letter or email it means that we have not received your application. **You must receive an acknowledgement by email or letter for your application to be considered and it is a parent's responsibility to make sure the application arrives at this office.** If you do not get an acknowledgement within two weeks, please contact the Admissions Team. Please think very carefully about your preferred schools; **we urge you to include your Catchment Area School as one of your preferences.** Your preferences cannot be changed after 15 January 2027 unless you have moved home into a different catchment area.

If your child will have an older brother or sister [sibling] attending one of your preferred schools in September 2026, it is important to put their name and date of birth on your application.

The criteria for deciding how places are offered for all schools are detailed in the Primary Admissions Handbook 2027/28 and at www.derby.gov.uk/primary **Foundation and Academy Schools** are their own admission authorities and offer places based on their own admissions criteria.

Community schools - the Council is the admissions authority for these schools and decides how places at these schools are allocated using the Council's admissions criteria.

Applying for schools outside Derby City
We advise parents considering applying for a school outside Derby City to contact the relevant council for further advice. If you wish to apply for a school outside Derby City you will still need to do this through Derby City Council.

Offering places

We cannot give decisions over the telephone. If you applied online, you will be able to find out the school that has been offered by logging onto your account on 'National Offer Day' of **16 April 2027. Those who applied by telephone will need to wait for the decision to be posted out second class on 16 April.**

If you have been offered your first preferred school, all applications ranked lower will be withdrawn. If you have been offered your second or third preferred school, your child will be placed on the waiting list[s] for your higher preference schools and you will be offered the right to appeal to the Independent Appeal Panel.

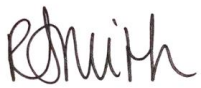
If none of your preferred schools have been offered or you did not apply for any school, your child will be allocated a school place at your Catchment area school – if places are still available – or the next nearest Derby City Junior School with places available. Your child will be placed on the waiting list of all refused schools, and you will be offered the right of appeal to the Independent Appeal Panel for each school separately.

Free Travel

We will only arrange free travel to the nearest school if your child has been allocated a school place outside the statutory walking distance of 2 miles measured by shortest walkable route **and** you made an on time application for your catchment school, and schools within 2 miles. If you choose to send your child to a school that is further away, even though we can offer a place at a school within the walking distance, you will be responsible for any travelling arrangements and expenses.

Finally **-** All the information in this letter relates to your current address. Things may change **if you move before September 2027 and you must let us know**.

Yours sincerely



School Admissions and Appeals Officer

Applying for a Junior School Place for September 2027

If your child is due to transfer from Infant School and you pay your Council Tax to Derby City Council, then you need to apply to the City Council for a school place.

- You only need to make one application for up to three schools and they can be schools outside Derby City.
- The closing date for applications is **midnight on 15 January 2027.** If you apply after this deadline, it may reduce your chances of getting a place at your preferred school as late applications must be considered after all on time applications.
- You can check your catchment area at **www.derby.gov.uk/primary** under 'Find a Primary School'
- Schools hold open evenings for parents to look around and speak to teachers; contact the schools for more information.
- When making your application you should consider how your child will get to school as you are responsible for getting them there on time. Information on school transport is available in the Primary Admissions Handbook at **www.derby.gov.uk/education-and-learning/schools-and-colleges** or 01332 642716.
- If your child has a finalised Education Health Care Plan (EHCP) you need to instead contact Derby City Council's Special Educational Needs and Disabilities (SEND) Team on 01332 643616 to apply.

How Do I Apply?

We prefer you to apply online at **www.derby.gov.uk/primary.** You will receive an email to confirm your application has been received and it can be amended anytime until downloaded/the closing date of **15 January 2027**. **Please remember** to make a note of your username (your email address) and password.
When you apply, **you need to give the address you are living at, not one you intend to live at.**

Changing Address

If you move house and your catchment area changes we will need to see proof that this is your **main residential address**. This is where **your child lives at the time of application and admission.** In cases where parents share residency of children at different addresses, we will take the main address as the one at which the child spends the most time. If this is equal, we will determine whose application can be taken on a case-by-case basis, usually but not always from which parent receives Child Benefit. If this information is insufficient or inconclusive, the Council may request further information. We need this information to prevent school places being gained fraudulently. Admissions Authorities do have the right to withdraw the offer of a school place if it is found that it was obtained using a fraudulent or intentionally misleading application, up to one term after admission. If, after one term, it is found that the place was obtained in this way, any brothers or sisters of the child will not benefit from 'sibling priority'. We cannot consider informal living arrangements unless there are very special circumstances, for which we will need to see proof. See the Going to Primary School Handbook for further information.

What happens if:
I move before the closing date? You will need to provide proof that you were resident at that address before the closing date and your application will be assessed from that address.
I move after the closing date but before National Offer Day? We will initially re-assess your application from your old address to see if you would still have been offered the place. Once the decisions have been made on National Offer Day, we will update your address for waiting list purposes if we have not been able to offer your preferred school.
I move to a new address after National Offer Day and want to keep the school place offered? We will re-assess your application from your new address, to see if you would still have been offered the place and let you know the decision.
I own more than one property? If you own a property within 20 miles of the school(s) stated on your application, the property closer to the school may not be accepted even if the other property is rented out to someone else.
If this information is insufficient,or inconclusive, the Council may request further information.
I am new to the City? If you move into the city and cannot show proof as outlined above, the residency will be calculated using the furthest point to the city boundary from the school applied for.
IMPORTANT: We measure distances from home to school by straight line using national Ordnance Survey Set Points. If you move further away than the last person offered, we may have to withdraw the school place. Any application received after 16 April 2027 will be treated alongside on time applications for waiting list purposes, with any places allocated according to each school's admission criteria and not according to the date the child was added to the waiting list.

What happens next?

- We process all of the applications dealing with those received by the closing date first.
- If a school has more applications than places available, places are offered according to the criteria given in the Primary Admissions Handbook 2027 - 2028.
- Most schools in Derby have catchment area criteria and children living in the area are given a higher priority when places are being offered.
- **Schools outside Derby City** - If you have applied for any school places outside of Derby, we will provide details of your application to the relevant Council who will decide whether a place can be offered and we will inform you of their decision on Offer Day 16 April.

What happens if I am not offered the school I want?

If we cannot offer a place at any of your chosen schools your child will be allocated a place at the catchment area school if places are still available – or the next nearest school with places available.
Your child will automatically be placed on the waiting list for any school you listed as a higher preference than the one you

were offered. You can appeal against the decision and wewill advise you how.
Local Authorities cannot guarantee the availability of school places at any school, even for schools where siblings attend. The Council must allocate school places strictly in line with the Published Admission Arrangements of the school and cannot take individual family circumstances into account.

Important Dates

- **1 November 2026** - opening date for applications.
- **15 January 2027** - closing date for applications. Applications made after this date will be late and considered after all on time applications.
- **16 April 2027** - If you applied online you will receive an email detailing your offer or view the offer in your account. The email will be sent to the email address you used to register your account. All other applications made not online will receive an offer letter sent Second Class on this date, which can take up to a week to arrive.
  No decisions can be given over the telephone.

Criteria

The following criteria are used for all Community Schools and most Academy Schools. [The criteria for Academy and Trust schools can be found in the Primary Admissions handbook].

- Children who are looked after or previously looked after by a local authority (including outside of England) in accordance with Section 22(1) of the Children Act 1989.
- Children who are living in the catchment area served by the school and also have brothers or sisters* of compulsory school age attending the school at the time of their admission.
- Other children living in the catchment area at the time of their admission.
- Children who do not live in the catchment area served by the school, but who have brothers or sisters* of compulsory school age attending the school at the time of their admission.
- Other children whose parents have requested a place.
- Children whose parents did not request a place by 15 January 2027.

Pupils who have an Education Health Care Plan (EHCP) will be given priority admission over all others, if the Council considers a particular school can best support their needs.
*We class a brother or sister who must live at the same address, as having one or both natural parents in common, related by a parent's marriage or are adopted or fostered. Cousins are not classed as brothers or sisters.
Important note: For children who meet the same criteria, we will give priority to the child living nearest the school measured by a straight line from the home address to the school using the National Ordnance Survey setpoints.

Contact	Phone Number	Email/Web Address
School Attendance and Inclusion	01332 641448	isa@derby.gov.uk
Free School Meals	01332 640444	freeschoolmeals@derby.gov.uk
Special Educational Needs and Disability Information, Advice and Support Service	01332 641414	sendiass@derby.gov.uk

We can give you this information in any other way, style or language that will help you access it. Please contact us on **01332 640000** or **derby.gov.uk/signing-service/**

Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਇੱਥੇ ਸੰਪਰਕ ਕਰੋ: **01332 640000** ਜਾਂ **derby.gov.uk/signing-service/**

Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku. Prosimy o kontakt: **01332 640000** lub **derby.gov.uk/signing-service/**

Slovak

Túto informáciu vám môžeme poskytnúť iným spôsobom, štýlom alebo v inom jazyku, ktorý vám pomôže k jej sprístupneniu. Prosím, kontaktujte nás na tel. č.: **01332 640000** alebo na stránke **derby.gov.uk/signing-service/**

Urdu

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مہیا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم پر ہم سے رابطہ کریں **derby.gov.uv.uk/signing-service/** یا **01332 640000**