



**ADMISSIONS POLICY
(Cutthorpe Primary School)
DERBYSHIRE COUNTY COUNCIL**

Reference No	001
Version No	2.0
Issue Date	June 2024
Review Date	June 2025
Document Author	J Dowse
Document Owner	DCC
Approved By	Governing Body
Approval Date	01/07/2024
Approval Minutes Ref.	
Document Type	Policy

The Local Education Authority has been required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools since the academic year 2006/2007. 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 are encouraged to apply online via www.derbyshire.gov.uk or by telephone to Call Derbyshire. Paper application forms are available upon request from the Admissions team. The closing date for applications will be in January of each year (precise date to be confirmed). At the beginning of May each year (precise date to be confirmed) parents will be offered one place only in a Derbyshire school. Parents applying online or by telephone will be informed by email of their offer. Those using the paper forms will be contacted by letter.

Further information about the co-ordinated admissions scheme is available in the Authority’s Parents’ Information Booklet – An Essential Guide to Primary Education which is produced each year.

All children offered a place at Cutthorpe Primary School will start in September of the academic year in which their fifth birthday falls. Parents now have the option of delaying their child’s start in Reception, especially if their child is summer born. Places would then be applied for the following year.

Prior to admission to the Reception Class, pupils are offered a home visit and school visits in the summer term. There is a session also in this term for parents to attend an informal meeting with members of staff to discuss arrangements and school procedures. On starting, children can be 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, in line with GDPR (May 2018). It may be used for statistical purposes but this will not enable any individual to be identified.

Governor Run Nursery Places

The school has a limited number of Governor Run nursery places. Any parent wishing to access this provision need to contact school to discuss placement and arrangements. The school offers both 30-hour and 15-hour funded places. In addition to this, the school offers places at the following rates:

8.45am – 12pm - £17.50 per session

12pm – 3.15pm - £17.50 per session

Full day provision - £35 per day.

These prices will be reviewed by the finance committee as and when.

Where over subscription occurs, places will be allocated as follows –

1. Looked after children
2. Siblings of current pupils
3. Children within the school's catchment area
4. Children outside of catchment - this will be determined by distance from the school.

Cutthorpe 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 and the GDPR dated May 2018, 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.