



Lawn  
Primary  
School

# Admission Arrangements and Appeals Policy 2025 - 2026

At Lawn Primary School we follow the policies and procedures as set out by Derby City Council Admissions. Below is a summary of the admission and appeals policy but for more information please go to:

[Admission arrangements and policies - Derby City Council](#)

The current Pupil Admission Number (PAN) for Lawn Primary School is 60. The school serves a catchment area but there is no automatic right to a place in our school.

## Applying for a Reception, Junior or Primary School in 2023

If you want to apply for the intake year of an any year group starting in September 2024, you can make an application from 4 November 2023 until 13 January 2024, to make an application you can:

- Use the following link to apply online for a school place it's quick and easy and lets you track the progress of your application: -

[Apply for a reception or junior place for September 2023 - Derby City Council](#)

Closing date for applications 13 January 2024

Norbury Close, Allestree, Derby DE22 2QR  
Telephone: (01332) 550178  
Email: [admin@lawn.derby.sch.uk](mailto:admin@lawn.derby.sch.uk)  
Website: [www.lawn.derby.sch.uk](http://www.lawn.derby.sch.uk)



"Together we Achieve"



## **National Offer Day – 18<sup>th</sup> April 2024**

The national offer day for infant and junior application is 18 April 2024.

- The decisions for Infant, Junior and Primary School applications will be available from 9:30am on 17 April 2024 to access your decision please '[Login](#)'
- If you have supplied your email address, you will receive your decision letter via email.

**PLEASE NOTE:** The admission process for children and young people with a Statement or Education, Health and Care Plan is different. More information can be found on Derby CC Website here:

- [Child with special educational needs and disabilities \(SEND\) - Derby City Council](#)

### **Making an in-year application**

If you want to make an application for a school in Derby City Council's area, you need to complete a Primary School in-year admission form, this can be found here:

- <https://secure.derby.gov.uk/forms/?formid=346>

### **How DCC process your application**

When you complete your application form you will have the opportunity to express preferences in rank order for up to three schools both in and outside of Derby City. You will also be able state your reasons for your preferences.

DCC will then process your application form according to how you have ranked your schools and you should receive a written decision from us within 15 working days.

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## School Admissions Criteria

Below are the criteria for admissions at Lawn Primary School.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Need, or an Education Health and Care Plan (EHC) where the school is named in the Statement or EH&C plan, 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 (Including children whom were in state care outside of England).

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 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.
3. Other children living in the catchment area at the time of admission. The Council will assess applications from the address the parents are living at the closing date, and will reassess applications on the National Offer Date
4. 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.
5. In the case of voluntary controlled church schools, children whose parents request a place on religious grounds as stated on their application form.
6. Other children whose parents have requested a place.
7. Children whose parents did not request a place by the closing date.

**Tie-breaker** 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 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.

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Once the closing date has passed, the references 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 2022/23 admissions round. Catchment area maps are available to view from the School Organisation and Provision Team, The Council House, Derby, or by going to [Maps | Derby City Council](#).

For applications made outside the normal round within categories 2 to 7 who are unplaced (see Annex 2; Definition of an unplaced child) 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 and voluntary controlled schools will be maintained for all year groups.

Definition of a brother or sister is having one or both natural parents in common, are related by a parent's marriage or who are adopted or fostered. Brothers and sister 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.

### Letting you know our decision

DCC will send you our decision which will be one of these three outcomes...

- School place is offered where your child meets the criteria for a place at the first preferred school.
- School place is offered where your child meets the criteria for a place at the second or subsequent highest ranked preferred school.
- Where it is not possible to offer you the highest ranked school, your child will be added to that school's waiting list and you are informed of how to appeal to the Independent Appeal Panel if you wish.

You can also track your application process online.

### School Admissions - Appeals

There are a number of cases each year where the school cannot offer a place, usually because they are full. If this happens to you, the Admissions service can give you information on other schools that may have places available.

If you want to take the matter further you can have your case heard by an Independent Appeal Panel who must be independent of the Council, in the case of foundation, voluntary aided schools and academies, by an Independent Appeal Panel that is independent of the school's admission authority. How to make an Appeal is detail in the letter you receive from School Admissions.

This section gives you information about how to appeal against a decision to refuse your child a place at a:

- community or voluntary controlled school
- voluntary aided schools, foundation schools and academies
- appeals for community or voluntary controlled schools
- complete an appeal form for a Derby city community or voluntary controlled school.

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Appeals can be made for more than one of your preferred schools (stated on your application form) at the same time.

You should not wait for the outcome of an appeal about one school before deciding to appeal about another.

Parents who have appealed unsuccessfully for a particular school cannot make another appeal at the same school, in the same school year, unless it can be shown that there has been a significant and/or material change in their circumstances.

Appeals for schools outside Derby City should be made in accordance with the published admission arrangements of the Council concerned.

### Infant Class Size Appeals

The legal limit of 30 pupils per class in Reception, Year 1 and Year 2 classes restricts the circumstances where an Appeal Panel can allow an appeal if it takes the class group above the 30 limit. For these year groups the Appeal Panel can only uphold an appeal if it is satisfied that:

- your child would have been offered a place if the published admission arrangements had been properly implemented; or
- your child would have been offered a place if the arrangements had not been contrary to the school admissions code and the legislation; or
- the decision was not one which a reasonable admission authority would make in the circumstances of the case.

Whilst you may talk about your personal, social and domestic circumstances during an Infant Class Size Appeal hearing, the Appeal Panel is not allowed to consider them unless they are relevant to one of the three points above

### Reasons we may refuse admission to a school

All maintained schools and academies that have enough available places must offer a place to every child that has applied for one. However, this rule does not apply if one of the statutory reasons for refusal can be applied.

The statutory reasons for refusal of admission are:

- **children who have been permanently excluded from school twice** - The obligation to comply with a parent's preference is removed for a period of two years from the date on which the latest exclusion took place.
- **children with challenging behaviour where a school has protection on admissions** - schools can refuse to admit a child if the child has challenging behaviour or has been previously excluded from school, or if their attendance is below a certain percentage.

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Moving to a new school is a very serious step to take. It can affect your child in many ways. If you are not moving address and are considering changing your child's school, it is important to consider whether a transfer is the best option.

Before deciding to move your child to another school, please consider the following carefully...

- Moving to a new school may not mean that a problem is solved - it can happen again and could be worse because your child will not know who their new teachers and other pupils are.
- Your child's needs may not be known to staff at the new school.
- How will your child cope with learning new rules and having to do things differently?
- There is the possibility of missing important work.
- If your child has brothers or sisters at the same school, transferring one child may affect the others.
- Will it be difficult for you to have children attending different schools?

Many things that worry parents and pupils can be sorted out without the need to move schools. We advise that you sit down with your child and ask them why they want to move to a different school. If they mention that they are being bullied or not getting on with other pupils, you should speak to your child's teacher to try and resolve the situation. All schools in Derby have an 'Anti-Bullying Policy' that must be followed.

If, after speaking with the class teacher, you still are unhappy about the way the school is dealing with your concerns, you should make an appointment to speak to the Headteacher as soon as possible. You may also write to the Chair of the school's Governing Body.

If you live in our catchment area, and want to apply to change schools, you need to complete at <https://secure.derby.gov.uk/forms/?formid=346>

### **Starting School – New Starters to Reception**

Before being admitted to the school, the children are given the opportunity to spend some time in the School to see their classroom and to visit their new class teacher.

Parents are also invited to meet with the Head teacher and staff, giving you the opportunity to discuss any concerns you might have regarding your child's admission to school.

### **Starting School – In year starters**

Before being admitted to school we encourage parents to visit the school with their child to have a tour and meet their new teacher and class. This will also give parents/carers a chance to complete admission forms for school and inform us of any medical or dietary issues.

Once complete we admit pupils on the first Monday after forms have been completed and we will inform parents of this date.

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