Derby City Council

In-Year Co-ordinated Admissions Scheme 2027/2028

Derby City Council
February 2026

This is the comprehensive version of Derby City Councils in-year coordinated admissions scheme. A simpler plain English/user friendly version is available on the Council's website via
Apply for a primary school transfer - Derby City Council - Derby City Council or
Apply for a secondary school transfer - Derby City Council.

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Team - School Admissions and Appeals
Directorate - Peoples Services
Organisation - Derby City Council
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Foreword

This document is prepared by the Council in its capacity as the admission authority for community schools and the delegated authority to assess and process in-year applications on behalf of own admission authorities (Academies, free schools, faith schools, foundation schools, Voluntary Aided schools).

Interpretation

In this scheme –

“the Council” means Derby City Council acting in its capacity as admission 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 special educational needs and the support they need.

Introduction

In-year applications are applications for a school place in any year group for infant, junior, primary, or secondary school made at any other time than when a child starts infant, junior, primary, or secondary school. A parent may wish to apply for an in-year move if.

i. you have moved address and wish to change your child's school.
ii. you have just arrived in Derby.
iii. you want your child to change schools.

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.

Pupils arriving from overseas.

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school. Overseas nationals entering the UK who wish to apply for a state-funded school, can check that they have the right of abode or the conditions of their visas otherwise permit them to access state-funded schools.

Read more about applications for families arriving from abroad on the government website

Applying for an in-year 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.

If you wish to apply to a school not located within Derby City, you must contact the relevant Local Authority directly to ask for an application form.

Parents may make an application after the first day of term.

Please note applications received after the closing date for the normal admissions rounds, will be treated as a late application, and will be processed by in the Coordinated Admissions Authority on behalf of schools/admission authorities.

a) closing date for entry to infant/primary, transfer from infant to junior school is 15 January
b) closing date for transfer from year 6 to secondary school is 31 October

Any application received after the first day of term, for entry into that academic year or move within the school year is treated as an in-year application.

In-year applications are processed by the individual admissions authorities or are delegated to the Council as the Coordinated Admissions authorities on behalf the school/academy.

For the academic year 2027-28 with the exception of the following schools the Council process in-year applications on behalf of admission authorities/schools. For these schools the in-year application should be made to the Council directly using Derby City Council's Parent Portal at Parent Portal - Apply for an In-year Move or contact the Council for a paper form

For the schools who have not delegated to the Council to act of their behalf, an in-year application for a school place must be made to them directly. These schools are:

Chellaston Infant School	Chellaston Junior School	Grampian Primary School	Zaytouna Primary School

Alvaston Moor Academy	Landau Forte College	Lees Brook School	The UTC Derby Pride Park

Alternatively, if parents' resident in Derby City wish to apply using a paper application form (CAF), they should contact the Admissions Service on 01332 642726, 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.**

Parents are able to state up to three preferences in rank order on the CAF/online application for applications to the Council's Admissions Service.

All parental preferences listed on the CAF/online application, will be considered against each admission authorities oversubscription criteria.

The offer of a place at any maintained Derby City school (excluding Alvaston Moor Academy, Lees Brook School, The UTC Derby Pride Park, Landau Forte College, Grampian Primary School, Chellaston Infant School, Chellaston Junior School, and Zaytouna Primary School) will be made by the Council on behalf of the admission authority concerned.

Applicants will receive a decision letter via the email address used to create the Parent Portal account or to the address named on the CAF from the Council within 15 school days of their application being submitted.

There are some cases when a school may refuse admission even if it has places available. These are:

- twice permanently excluded children within two years of the last exclusion
- children with challenging behaviour making in-year admissions. Schools must refer this to the local authority to be dealt with under the In Year Fair Access Protocol.

Information required by Faith schools/Academies.

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.

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.

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*.

**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, infant to junior transfer, or secondary 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 642726, email Admissions@Derby.gov.uk from 15 June each year.

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, 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 and provide reasons for doing so, if the child is without a school place. If the child has a school place, the Council reservice the right to refuse to process an application until an agreement has been reached by adults who hold parental responsibility.

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.

In Year Fair Access Protocol (IYFA)

Each Council must have a Fair Access Protocol to ensure that unplaced and vulnerable children, and those who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible.

All schools within the Council's administrative area are partners with the Fair Access Protocol. Children who are the subject of a direction by a local authority or who are allocated to a school by the Fair Access Protocol must take precedence over those on a waiting list.

In some cases, it is appropriate for children who have been permanently excluded from a school to be placed at another school through IYFA, this will be identified at the time of exclusion and may be reviewed and amended at any time based on new information.

The Councils In Year Fair Access Protocols can be viewed at the Derby City Council website.

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.