

## SPRINGFIELD JUNIOR SCHOOL

### Admissions & Procedures 2025/2026

The Governors of Springfield Junior Academy admit children at age 7+ in one single entry point in September. Children who are 7 on or before 31st August will be eligible for admission on the first day of term in September. To make the transition from KS1 (infants) to KS2 (juniors) successful the children will initially visit school and spend time here before the end of the summer term (usually July). However, we also welcome pupils in any year group at various stages throughout the academic year (see guidance on in-year applications).

On 1st June 2017, Springfield converted to academy status and joined QEGSMAT. As a result, the Academy has now become responsible for determining the Admission Arrangements. However, we continue to have a service level agreement with the local authority to administer our Y3 and in-year Admission arrangements.

Please apply for a place, via the Local Authority, online at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) or call [01629 533190](tel:01629533190).

The admission limit (PAN) for Springfield Junior Academy is 72 pupils in Key Stage 2 Year groups.

If the total number of preferences for admission to the Academy exceeds the Published Admission Number (PAN) and the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the statement/ Education Health and Care Plan (EHCP), priority for admission will be given to those 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 residence or special guardianship order. A looked after child is a child who is: a) In the care of 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 living in the normal area served by the school at the time of application and admission who have brothers or sisters, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters, attending the school at the time of application and admission.
3. Children living in the normal area served by the school at the time of application and admission (a map of which is available in school).
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission.
5. Other children whose parents have requested a place.

Within each category, children living nearest to the school would be given priority using the same method of measurement as used locally by the Local Authority. The county council has a Geographic Information System (GIS) to measure a straight-line distance between the home address and school. This measurement is taken from the postal address file, normally the house

front door. For schools, the grid reference is again taken from the postal address file and will be the centre of the school.

#### Special Educational Needs:

If your child has an Education, Health and Care Plan his or her transfer is dealt with through the plan. You should contact the SEND Central Team Section of Derbyshire County Council on 01629 536531 or 01629 536547 email [adminsupport.sen@derbyshire.gov.uk](mailto:adminsupport.sen@derbyshire.gov.uk)

#### Additional Notes:

Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians). It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the Academy will not seek to obtain this information on behalf of the applicant.

The Academy uses the Local Authority's Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e., where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The Academy is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately. If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the Academy immediately. Where there is a

proposed house move taking place during the admissions process the Academy will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by 15 March 2025. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places, then that place is likely to be withdrawn. If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

#### Applications to join Year 3 in September 2025:

If your child was born between 1 September 2017 and 31 August 2018 and is in their last year at infant school, you should have applied for their junior place by 15 January 2025. If your child attends a school outside of Derbyshire which operates a different pattern of education and they are due to transfer primary school phase in September 2025 this information will also apply to you. You should also have applied for their school place by 15 January 2025.

Late Applications - Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point. A late application does not affect the right of appeal or the right to be placed on the Academy's waiting list.

Repeat Applications - Parents do not have the right to a second appeal for the same academic year unless, in exceptional circumstances, the Academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission. You can make applications up to 31 August 2025. After this time, you will have to apply for an in-year admission to primary school.

Offers for Junior School places will be made on 16 April 2025, or the next working day, and if you are unhappy with the decision you can make a primary school admission appeal.

Parents/Carers of pupils seeking a year 3 place will need to apply on a LA admission form (from child's infant school) or online application form at [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions)

Parents/Carers of pupils seeking a mid-year transfer from another school will also need to complete the LA In-Year Application form online at the above address.