Applying for your child's infant/primary school place 2023-24 – a summary

You must apply by 15 January for a place at infant/primary school.

If your child lives in Derbyshire and was born between 1 September 2018 and 31 August 2019 you need to apply to Derbyshire County Council for an infant or primary school place for them. Even if you have already approached a school, or feel you have put your child's name down at a school, you need to make an application. Attendance at a particular nursery gives no priority for a place at an infant or primary school.

The closing date for applications is midnight on Sunday 15 January 2023. Please note that all applications made on time receive equal consideration. Applying after the deadline may reduce your chances of getting a place at your preferred school – particularly if it is popular.

This leaflet will help you apply for your child's place but it is only a summary. Full information is available in 'How to apply for a place at primary school – a guide for parents 2023/2024'. You can read the guide for parents at www.derbyshire.gov.uk/admissions. If you want your own copy email admissions.transport@derbyshire.gov.uk or ring **01629 537479**.

If your child has an Education, Health & Care Plan contact the county council's SEND Central Team at **Education.SENAdmin@derbyshire.gov.uk**

How do I apply?

You fill in an application form – either online, by phone or on paper – and name three schools. This can include schools outside Derbyshire. You list the schools in order of preference, with your most preferred school listed first.

You can apply from 7 November 2022.

We prefer you to apply online at www.derbyshire.gov.uk/admissions and this is quick and easy to do. If you apply online you will immediately receive an email to confirm your application has been received. Internet access is available at all Derbyshire libraries, children's centres and some schools may allow you to use their computers to apply. Your online application is secure and confidential and can be updated by you right up to the closing date.

If you cannot access the internet you can Call Derbyshire on 01629 533190 for staff to take your application details. This takes about 15 minutes. Please note call charges may vary and calls from mobiles may cost considerably more. If for some reason you are unable to make an application either online or by telephone ring the admissions and transport team on 01629 537479.

If your application is for a place at an aided, foundation or academy school you may be required to complete a supplementary form or supply additional information. You can get these forms from the school or at www.derbyshire.gov.uk/admissions

If you apply online or by phone make a note of your username, password and unique identification numbers. You will need these to log on to change your application or to get your decision.

What happens next?

We process all the applications, dealing with those received by the deadline first. If a school is oversubscribed places are offered according to the criteria given in the guide for parents.

Most schools in Derbyshire have a normal (catchment) area criteria and children living in the area are given a higher priority when places are offered. When you apply online you will be told the normal (catchment) area school(s) for your home address.

You may want to consider how popular a school is when you apply and how likely your child is to get a place. The guide for parents includes the number of places available at each school, which you may find helpful.

Schools hold open events for parents to look around and speak to teachers and these can be useful. Find out about these from the schools you are interested in.

When you make your application consider how your child will get to school as you are responsible for getting them there. Information on school transport is available at www.derbyshire.gov.uk/get2school or in the guide for parents.

Where we cannot offer a place at any of your chosen schools your child will be allocated a place at the normal (catchment) area school – if places are still available – or the next nearest school with places available.

If you applied online you can log on to get the result or you will receive an email about your place on 17 April 2023. If you don't have an email address your offer will be posted second class on this day.

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

Your child will automatically go on a waiting list for any Derbyshire school you listed as a higher preference than the one you were offered.

You can appeal against the decision. The decision notification you receive will advise you how to appeal.

Accuracy of applications

We want the application process to go as smoothly as possible for you so please keep us updated about any changes to your details which may affect your application.

Parents may be required to provide proof to confirm their child's home address. If we have reason to believe that an application has been made using intentionally misleading or fraudulent information we will investigate. If a place is offered on the basis of false information it may be withdrawn and offered to a child who has higher priority under the admissions criteria.

Further information

If you have any questions call the admissions and transport team on **01629 537479** or email **admissions.transport@derbyshire.gov.uk**

For independent advice or information on school admissions or the appeals process contact the Children's Legal Centre at **www.childrenslegalcentre.com** or ring the advice line on **0300 330 5485**.

You will be notified of your child's school place on 17 April.

DERBYSHIRE
County Council