



TAPESTRY LEARNING PARTNERSHIP

Admissions Policy 2027 - 2028

Department:	Education
Policy Owner:	Head of Governance
Date of Board approval:	7 February 2026

All applications for places are made on the applicants home local authority application form. In the majority of cases, this will be the Nottingham City Council or Derbyshire County Council (the local authority) common application form which is available from the local authority. Although the Board of Trustees of the Tapestry Learning Partnership (TLP) has responsibility for deciding on admissions, the local authority will co-ordinate all new academic year admissions for TLP schools/ academies and will communicate all admission decisions to parents.

In-year admissions are coordinated by the local authority for primary schools/academies and by the school/academy itself for secondary schools/academies.

Each school/academy has a separate annex to set out the Oversubscription Criteria that applies.

This policy covers the Trust schools listed below:

Derbyshire County Council

Hilltop Primary Academy
Kensington Junior Academy
Laceyfields Academy
Langley Mill Academy
Morton Primary Academy

Nottingham City Council

Djanogly City Academy
Djanogly Northgate Academy
Djanogly Sherwood Academy
Djanogly Strelley Academy
Springfield Primary Academy

The Pupil Admission Number (PAN) for each of TLP's schools/academies are:

Djanogly City Academy PAN: 210 per year group, years 7-11.

See separate policy for Djanogly City Academy Post 16 provision.

Primary School PAN	Local Authority	Reception	KS2
Djanogly Northgate Academy	Nottingham City	45	
Djanogly Sherwood Academy	Nottingham City	45	
Djanogly Strelley Academy	Nottingham City	60	
Springfield Academy	Nottingham City	30	
Laceyfields Academy	Derbyshire	30	
Langley Mill Academy	Derbyshire		90
Kensington Junior Academy	Derbyshire		60
Morton Primary Academy	Derbyshire	15	
Hilltop Primary Academy	Derbyshire	20	

1.1 Admissions Policy Overview

TLP is the admission authority for the schools within the trust. TLP is its own admission authority and responsible for setting the criteria for admission, interpretation and for the administration of admissions to the schools within the trust. The Department for Education (DfE) Admissions Code requires the admissions into the Early Years Foundation Stage year group, at the beginning of the academic year, be coordinated by the local authority; Nottingham City is the coordinating authority for those admissions for TLP schools/academies in Nottingham city. Derbyshire County Council is the coordinating authority for those admissions for TLP schools/academies in Derbyshire.

As the admission authority for all schools/academies in the trust, we need to ensure that TLP's practices and criteria used to decide the allocation of school/academy places is fair, clear and objective.

Our aim is that Parents can look at a set of admission arrangements and understand easily how places for an individual school/academy are allocated. The schools/academies within the TLP welcome children and young children from all backgrounds and abilities.

The admission arrangements for each of our schools/academies reflect their own local communities and their own distinctive and individual school ethos. Admission arrangements are governed by the School Admission's Code 2021, which is published by the Department for Education.

Admission arrangements for each school/academy must be subject to public consultation at least once every seven years. When planning significant changes, such as altering catchment areas, introducing new criteria or anything that would affect admissions of children into our schools, we are obliged as prescribed in the Admission Code, and would wish, to consult with our stakeholders and the local communities affected by any change.

1.2 Aims and Objectives

When considering admission of pupils into any of our schools/academies, the following principles apply:

1. all applications are treated equally;
2. no TLP school/academy selects by ability;
3. admissions will be follow the individual school/academy's admission criteria;
4. subject to infant class size regulations, and planned admission numbers within schools/acadeies, our schools/academies will prioritise parental preference wherever possible;
5. appeals against refusals to admit a pupil will be dealt with by an independent appeal panel, duly constituted, as required by the School Appeal Admissions Code 2022;
6. TLP schools/academies are inclusive and are committed to ensuring that the needs of every child and young person on roll are met.

1.3 Local Authority Obligations

In order to provide a quality service to parents and carers, the Department for Education (DfE) Admissions Code requires that admissions into the Early Years Foundation Group (i.e. children starting at primary school for the first time), at the beginning of an academic year, (also known as the 'normal round') be coordinated by the local authority (LA), for all schools, regardless of who is the admission authority. This co-ordination involves a common application form and a common timetable as described in the School Admissions known as the 'coordinated schemes'. This means all of our schools must follow a specified timetable that must be detailed in the coordinated schemes.

Every local authority must publish a composite prospectus explaining the process for starting primary school each year.

For TLP schools/academies, these are found on the Local Authority websites:

Nottingham City Council: [School Admissions - Nottingham City Council](#)

Derbyshire County Council: [Apply for a school place - Derbyshire County Council](#)

1.4 The Application Process (normal admission round)

When a child is due to start primary school for the first time for entry in Reception, application must be made to the Local Authority who Council Tax is paid to. That local authority will then ensure that applications are shared with the relevant Local Authority for the coordinated response. Overseas applicants, for application into Reception for the first time, must contact the Local Authority where the parent will be resident.

Primary Admissions

- 15 January Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers

Secondary Admissions

- 31 October Closing date for all Common Application Forms to be received by the School Admissions Team at the home Local Authority
- 3 March Notification letters for first round applicants will be dispatched and sent to parents

A parent or carer can request a paper application form from their home Local Authority.

For all admissions

- April to August - Appeals process and outcomes
- Autumn Term - New intake starts at school

1.5 School Transport

TLP is not responsible for any decisions relating to school transport, this is a matter for the local authority in which the child resides.

1.6 Starting School

There is one admission at the beginning of the Autumn term when the child is aged 4 plus. There may be individual children who begin earlier or later in the academic year (see section 1.17).

There is one admission for Year 7 transfers at the start of the Autumn term.

1.7 Changing School (in year admission)

An application for an in year admission for a TLP school/academy will be set out in the individual School/Academy Annex.

The admission authority will then send a response in writing, to advise whether they are able to offer a school place.

In year admission applications will be considered and accepted in advance. We aim to respond to applications within 10 school days of receipt of an application, and a decision must be made by the 15th school day, although this could take longer where additional information or process is required, for example if address details need to be clarified. School places will be offered with a start date up to 30 school days. If there are exceptional circumstances to be taken into account these must be referred to the Admissions Coordinator before the 30 days expires. After 30 days the offer of a place can be withdrawn by the Admission Authority. In advance of the offer date, except in the case of children of service personnel and crown servants, where a school place may be offered up to 3 months in advance of the intended start date.

Applications into our Reception or Year 7 follow the normal admission round as stated in para 1.4 above.

1.8 How does the process work?

By law, every school must have a mechanism to deal with a situation when there are more applications than places. This involves setting an oversubscription priority criteria.

Children who have an Education, Health and Care Plan (EHCP) naming a school as part of that plan are not included within this Admission process. Admission for these children is governed by the relevant sections of the Children and Families Act 2014.

The number of places available in a school are indicated by the schools' planned admission number (PAN) for intake in Reception. When there are more applications than places, the oversubscription priority criteria is applied in an objective and fair way.

1.9 What is the Planned Admission Number?

The PAN is the determined number of children the school/academy can accommodate and is staffed for at the usual point of admission, which is Reception in our primary schools/academies.

The usual point of admission for secondary schools/academies is Year 7 and is subject to a Planned Admission Number which is set to maximize resources to accommodate pupils who apply.

Setting a PAN is a requirement and is the number that the school/academy considers it can teach in an effective manner. Additionally, the Infant Class Size Regulations require that in Reception, Year 1 and Year 2 no class shall have more than 30 pupils to each qualified teacher. This may mean that in smaller schools, combinations of year groups (i.e. vertically grouping) are also affected by Infant Class Size Regulations (otherwise known as future prejudice); where there are mixed year groups the combined size of the class must not exceed 30 pupils per qualified teacher.

The Planned Admission Number (PAN) for first time admission to Reception in each school/academy is shown on page 2.

1.10 Fair Access Protocols

Every school/academy is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Guidance setting out the principles by which children without a school place are found one as quickly as possible is published by the DFE and delivered by each local authority. The fair access protocol procedure takes precedence over the waiting list.

Fair Access Protocols

Derbyshire County Council: [Fair access protocols for primary and secondary schools - Derbyshire County Council](#)

Nottingham City Council: [fair-access-protocol-sept-2024-new.docx](#)

1.11 Children with Special Educational Needs and Disabilities (SEND).

TLP will not refuse an application for admission to a TLP school/academy because it is believed that the school/academy cannot cater for the child's special educational needs and/or disabilities.

Pupils with special educational needs and/or disabilities but no Education, Health and Care Plan (EHCP) are dealt with through the normal admissions policy. Schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for one.

TLP is required by section 324 of the Education Act 1996 and Children and Families Act 2014 s. 33 to admit to a school a child with an Education, Health and Care Plan which names the school. This is not an oversubscription criterion.

Schools must admit children with EHCPs which name the school whether there are places available in the school or not, unless it would be incompatible with the efficient education of others, or the efficient use of resources.

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. SEN Code of Practice 2015, para 9.79

1.12 Withdrawing Offers

TLP can withdraw offers of places in certain circumstances. An offer of a place will be withdrawn when a parent has not responded to an offer within a reasonable period of time, usually 30 school days from the date of that offer. The offer can also be withdrawn if the basis of the offer was either a fraudulent or

misleading application.

The authority also reserves the right to withdraw an offer which has been accepted but which has not been taken up within 30 school days of the practical start date made in the offer.

1.13 Late Applications

TLP, working with Nottingham City and Derbyshire County Council, may accept late applications for first-time admission or secondary transfer. All applications received by the closing date, which is the 31 October of the year before admission for Year 7 and 15th of January in the admission year for Reception, will be treated equally.

However, any application submitted after the closing date will be processed as a late application and will be processed after those that have been received on time. This could result in an applicant not receiving an offer at their preferred school.

Examples of exceptional reasons for a late application may be:

- family returning from abroad;
- lone parent has been ill for some time;
- family moving into the area from another area;
- other exceptional circumstances.

Whilst every case is treated on its own merits, evidence to explain why the application is late will be required in every instance. An application that is accepted as being late, but with justifiable reason, will be included in the first cycle of allocations and the applicant will be notified on the national offer day.

Other late applications for a named academy after the specified date will be processed after the offer day and will be considered against the oversubscription criteria.

1.14 Waiting Lists

Each school/academy will operate a waiting list, but for more details please see each individual school/academy admission policy annex. The list is made up of children whose parent/carer has applied for a place at the school/academy and been unsuccessful. The list will be maintained until the end of each academic year that the application was made. If a place becomes available, the admission criteria is applied and ranked according to the oversubscription criteria and the next eligible child on the list is offered the space (applicants will move up or down the waiting list as the over-subscription criteria is applied if a place becomes available). If that family no longer requires the space, it will pass to the next eligible child and so on. The waiting list is dynamic, this means that as any new children are added or if circumstances change the list is reordered according to the oversubscription criteria.

At the end of each academic year, after the previous waiting list will be disbanded, places will be allocated on application and if a space is available, following the standard in-year admission procedures. Applicants may re-apply by submitting a new application and join the new waiting list if there are no places available.

1.15 Multiple Births

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances.

1.16 Infant Class Size Limits and Permitted Exceptions

In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into a school's area once initial allocation decisions have been made, will not necessarily be offered a place in the school if the relevant class will already contain 30 children *and* if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. Consideration of Infant Class Size prejudice needs to take account of any potential future prejudice that may arise if additional children are admitted into Reception over the PAN, for example the impact of additional pupils who move into Year 1 if there are arrangements for mixed age teaching. If there are no places available in nearby schools, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils.

The exceptions are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an Independent Appeals Panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

1.17 Admission of children below compulsory school age and deferred entry

Upon notification of a school place being offered, a child is entitled to a full-time place in the Autumn term following their fourth birthday.

Parents can request that the date the child is admitted to the school is deferred until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the original application was made. To defer a place at first time admission, parents are asked to inform the school where the child has been allocated the school place. If a child does not attend school by the beginning of the final term of the school year for which the

original application was made, parents are required to make a new application.

1.18 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group for example, if the child is gifted and talented or has experienced problems such as ill health.

For early entry, parents are to contact the home Local Authority in the first instance.

Parents of a summer-born child, that is those children born from 1st April to 31st August, may request to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example, to Reception rather than Year 1.

To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the Admissions Authority (*DfE School Admissions Code paras.2 17 – 2.20*).

Decisions will be made by the admissions authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents' views, information about the child's academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and whether they may have fallen into a lower age group if the child was not born prematurely. The views of the Headteacher of the school concerned must be taken into account. Decisions made by the admissions authority will be clearly set out.

When informing a parent of the decision on which year group the child should be admitted to, the reason(s) will be given.

Where the admitting authority agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place at the appropriate time, and as a consequence the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school). The local authority (and admission authority) will process the application as part of the main admissions round. If the parental request is made too late for this to be then the usual process for late applications will be applied as set out in this policy.

One admission authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that admission authority. Decisions will be made by the admission authority regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.

Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school, but it is not their preferred age group.

1.19 Children of UK Services Personnel and other Crown Servants

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests

this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

Places should be released as soon as possible if they are not required.

1.20 Appeals

For first time admissions, the local authority will confirm whether a place has been awarded each year on 1 March for Secondary Schools and 16 April or the next working day for Reception entry prior to the start of the academic year in which the child will start at the school.

For in-year admissions the school will confirm whether a place can be offered, within fifteen schooldays of receiving the application. If an application for a school place is unsuccessful, then parents have a right of appeal to an Independent Appeal Panel.

Where an application for a place at a school within TLP is unsuccessful, applicants may appeal the decision. Information about appealing the decision can be found on each School website.

1.21 Distance and Tie Breaks

Measurement of distance is calculated by the Local Authority admission team for main transfer decisions, ie Year 7 or Reception. Should the computerised system throw up an equality of distance for more than one child (who do not have the same home address), the final tie breaker will be used.

In the event that there are two applications which cannot otherwise be separated following application of the over subscription criteria (including using the final application of distance if more applicants are within a single criterion), the allocation of a place will be by lot. The names of the relevant children will be drawn from a hat by an independent person. This process will be independently verified.

1.22 Second Appeals and Significant Change of Circumstances

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria. Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Admission Authority may allow a further application to be made where there has been a significant and material change in the circumstances of

the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

1.23 Oversubscription Criteria

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the school, as measured in a straight line (by a computerised geographical information system) from a point on the school site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Trust).

Each School/Academy Annex has details of the Oversubscription Criteria for that School/Academy.

In some cases oversubscription criteria, aside from Looked After or Previously Looked After Children may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at a particular TLP School/academy (e.g. where the school/academy has specialist provision)*;
- children of travellers, pupils with exceptional medical, mobility, or social grounds that can only be met at a particular TLP school/ academy*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits.

1.24 Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident

at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

1.25 Brothers or sisters – sibling connection

For admission purposes TLP considers the following as siblings:

- A brother or sister who shares the same parents;
- A half brother or sister, where two children share one common parent;
- A stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership;
- Adopted or fostered children or children living in the same household under the terms of a child arrangements or special guardianship order.

1.26 Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

1.27 Catchment area

Details of TLP schools/academies respective catchment areas, if applicable, can be found on the individual school/academy's website.

Tapestry Learning Partnership

Annex 1 to

Admissions Policy 2027-28

This is Annex 1 of the Tapestry Learning Partnership (TLP) Admission Policy for 2027-28. The first part of the Policy is on the [TLP website](#).

Applications for the following schools/academies have the oversubscription criteria below applied

The Pupil Admission Number (PAN) for these named academies are:

Djanogly City Academy PAN: 210 per year group, years 7-11.

See separate policy for Djanogly City Academy Post 16 provision.

Primary School PAN	Local Authority	Reception	KS2
Djanogly Northgate Academy	Nottingham City	45	
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Oversubscription Criteria

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Pupils who have an Education, Health and Care Plan, where a Trust academy is named in the child's statement will be admitted. In this event, the number of places that remain available for allocation will be reduced.

1. Places will first be allocated to a 'looked after child' or a child, including those children who were in state care outside of England, who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. State care is defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions. 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 in accordance with section 22(1) of the

Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. 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).

2. Places will then be allocated to pupils who, at the closing date for applications, live within the catchment area, whose parents have requested a place at a Trust academy and who, at the time of admission, will have a brother or sister attending that academy.
3. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and whose parents have requested a place at the respective academy.
4. Places will then be allocated to pupils who live outside the catchment area, whose parents have requested a place at the school and who, at the time of admission, will have a brother or sister attending the respective academy.
5. Places will then be allocated to other pupils who live outside the catchment area whose parents have requested a place at the respective academy.

Attendance at a particular nursery does not guarantee admission to the same academy for primary education. All admission applications to Trust academies must be made to the respective local authority and will be considered against the oversubscription criteria listed above.

Catchment area maps where applicable are available on each school/academy website