

Parents/Carers' Quick Reference Guide

Admissions to Shirebrook Academy 2024/25

(For more detailed information, please refer to Shirebrook's Admissions Policy)

The Published Admissions Number (the maximum number of students Shirebrook Academy will admit into Year 7 for September 2024) is **170**.

The closing date for applications for September 2024 is **31st October 2023**

(If you miss the closing date, you can still make a late application up until 31st August 2024)

How do I make an application?

Derbyshire County Council (DCC) manages the admissions process for Shirebrook Academy as part of their **co-ordinated admissions scheme**. As such, applications to Shirebrook should be made online via the following link:

<https://www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/secondary-school-admissions.aspx>

You only need to make one application and you are invited to state 3 preferences on it. This is the only application form you need to fill in - whether you do that by phone or online.

If you have applied online you can view your offer online on **1 March 2024**.

The online application form will enable you to make your application and send it to Derbyshire County Council immediately. You will receive confirmation that your application has been received. Even after you have made your application you will be able to come back and make amendments at any time up until the deadline.

The advantages of making your application online are that you have the assurance that your application has been received and you will also be able to keep a record of the application you made.

When you apply online, you will need to give a username and password. Online applications will be issued with a unique identification number. Please make a note of these details.

The process should be easy to follow but if you have any problems you can either email: admissions.transport@derbyshire.gov.uk or ring **Call Derbyshire** on tel: 01629 533190 and make a telephone application.

For technical problems, please email: admissions.techsupport@derbyshire.gov.uk with details of your computer, web browser and specific nature of the problem.

The '*Parents' Guide to Secondary Admissions*' will support you to make your application. This can be accessed here:

<https://www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/parents-guide-to-secondary-admissions.aspx>

How Will Places Be Allocated?

- Highest priority will be given to those who, on 30th November 2023, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies").
- Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of DCC independent of the School Admissions Team.
- Where applications are received for twins, triplets, siblings born in the same academic year etc. these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Places will be allocated in accordance with DCC's **co-ordinated admissions schemes for Secondary schools**. In assessing preferences, DCC will operate an '**equal preference**' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

What are the Admissions Criteria?

Children with an Education, Health and Care Plan:

A small number of children will have an **Education Health and Care Plan (EHCP)** that names the school and these children **must** be admitted to the school if named as part of that process.

For all other applications (including those for children with special educational needs but no EHCP) **places will be allocated in the following order of priority:**

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children living in the normal area served by the school at the time of application and admission who have siblings 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.
4. Children not living in the normal area served by the school but who have siblings attending the school at the time of application and admission
5. Other children whose parents have requested a place.

To check whether you live in the 'normal area' served by the school (this is also known as the 'catchment area'), please access the following link and enter your postcode:

<https://www.derbyshire.gov.uk/education/schools/school-places/secondary-admissions/parents-guide/how-to-apply/find-your-nearest-school/find-your-normal-area-school.aspx>

Where, in the case of 2, 3, 4, or 5, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by the standard straight line) will be given preference.

Please note, attendance at a particular primary school gives no priority for admission to a particular secondary school.

Additional Information:

- 'Living in the normal area', is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required, for example, council tax / utility bills, sale / rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

- The term sibling includes:
 - (a) a half-sibling
 - (b) a legally adopted child being regarded as a sibling
 - (c) a step-sibling residing in the same family unit

- A Geographic Information System (GIS) will be used to measure the straight line route. It is measured by a standard straight line distance calculated to within 2 metres. This measurement is taken from the postal address file, normally the house front door. For the academy, the grid reference is taken from the nearest gate or entrance.

How will a child's 'home address' be determined?

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, the address where the child resides for the majority of the school week will be used (where they usually or mainly sleep between Monday and Friday).

Parents/carers are required to submit full details with supporting information to enable Derbyshire County Council to determine which address to use for the purpose of admission. Where parents/carers provide evidence that the child resides equally at both addresses during the school week, and Derbyshire County Council are unable to reach a decision based on the information received, parents/carers will be asked to notify them of the mutually agreed address to be used for the purposes of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where there are reasonable grounds for believing the home address is not the child's only or main residence, Derbyshire County Council reserve the right to carry out investigations which may include visits to the property.

Which are the associated primary schools for Shirebrook Academy?

Below is a list of our catchment area and associated primary, junior and junior and infant Schools:

Anthony Bek, Brookfield, Langwith Bassett, Whaley Thorns, The Park and Model Village

Is there a waiting list system?

Waiting lists will be set up on 1 March 2024 and maintained until 31 December 2024. Children's names will automatically be placed on these lists where it has not been possible to offer a place, and they've given Shirebrook Academy a higher priority than the school at which they have been offered a place.

A vacancy arises only when the number of offers made falls below the published admission number (170 Year 7 places). This excludes places secured through the appeals process.

Priority on the waiting list is determined according to the published admission criteria (see above). This means that a child's position on the list is not fixed, and can go up or down the list as vacancies arise or further applications are received. The date of application does not affect the waiting list order.

Can I make an 'in-year' application for my child to transfer to Shirebrook Academy?

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. Further information including how to apply can be found on the Local Authority website:

<https://www.derbyshire.gov.uk/education/schools/school-places/changing-schools/changing-schools.aspx>

Can I appeal if my application is unsuccessful?

If your application to Shirebrook Academy is unsuccessful, you can appeal the decision.

Full details regarding the appeals process can be accessed via the following link:

<https://www.derbyshire.gov.uk/education/schools/school-places/appeals/secondary-appeal-guidance-information/secondary-school-appeals-guidance.aspx>

USEFUL CONTACTS

Email: admissions.transport@derbyshire.gov.uk

Admissions Tel: **01629 537479**

Call Derbyshire Tel: **01629 533190**.

(The contact centre is open between 8am and 6pm, Monday to Friday, and Saturdays 9.30am to 4pm).

Write to:

Admissions and Transport Team
Children's Services
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ