



ASHGATE PRIMARY SCHOOL

Admissions Policy

Ashgate Primary School, Ashbourne Rd, Derby
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To be read in conjunction with: DFE School Admissions Code

Approved by the Full Governing Body on: _____

Agreed review date: _____

Signed: _____ (Co Chair of Governors)



Admissions Policy

The school is a City Primary Community Day School which caters for children from ages 5 to 11.

At the present time there are 309 pupils on roll.

Children are admitted into mixed ability classes, which sometimes have to be vertically grouped due to imbalances in the year group pupil numbers.

Derby City Council is the Admissions Authority for Ashgate Primary School. All applications received by Derby City Council for places at the school, are processed following the guidelines outlined in the School Admissions Code which has been issued by the Department of Education. By following this code it ensures that the allocation of school places are fair, clear and objective.

The maximum number of children the school plans to admit into our 2026 Reception classes is 45. This is known as the Pupil Admissions Limit. Once this admissions limit is reached, the Admissions Team cannot offer any more places, even to children with siblings already in the school or from the school's 'catchment area'.

If community schools have more requests for places than the admission limit, the Admissions Team must consider all requests and offer places in order of priority using the following admissions criteria:-

The order of priority is...

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 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.
3. Other children living in the catchment area at the time of admission.

4. Children who do not live in the catchment area served by the school but who have brothers or sisters of compulsory school age attending the school at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not request a place by **15th January 2026** (September 2026 Reception pupils).

To apply for a place in our Reception Classes for September 2026, it is essential that you complete the application form expressing your choice of schools. This form will be given to you by your Nursery provider; you can telephone the admissions team on telephone number 01332 642730 and request a form is posted to you; or you can apply online via WWW.derby.gov.uk/primapps must be returned to the Local Authority Admissions Team by the closing date of 15th January 2026. Further details regarding admission arrangements can be obtained from the Local Authority booklet **Primary Admissions Handbook 2025-26.** Parents will be informed of which school their child has been offered a place on National Offer Day on 16th April 2026.

Parents of children from Nursery Schools are invited to visit us in the term prior to admission. Children will spend some time with their new teachers before the end of the term before they start. Parents who are considering sending their children to the school are welcome to visit, but please make an appointment with the school office first.

Prior to children starting at in Reception at Ashgate Primary, parents are required to complete an admissions form (distributed at the welcome meeting) and provide a **full** birth certificate for their child*. The child will not be able to start school until these have been received by the school.

In year admissions including EYFS

Ashgate Primary School is fully committed to meeting its duty of care relating to safeguarding new and existing pupils.

If you are offered a place at the school by the admissions team, parents / carers *may* be required to provide the following evidence, if the school is unable to establish identity by other means:

- A full birth certificate for the child *
- Parental proof of identity (Full UK drivers licence/birth certificate or passport)
- Proof of identity of the carer and legal documentation to evidence care status (where a court order has been provided)

Admissions from non UK citizens but who are European Economic Area (EEA) residents

All those entering the UK as EEA residents and wishing to apply for a place at the school must apply via the Derby City Council Admissions Team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Full Birth Certificate for the pupil *
- Passports / national ID card for parents/carers/pupil

Admissions from non UK residents and are not European Economic Area (EAA) residents.

All those entering the UK as non EEA residents (non European) and wishing to apply for a place at the school must apply via Derby City Council Admissions team.

Before accepting pupils to the school, parents and carers will be required to provide evidence of:

- Full Birth Certificate for the pupil *
- Passports for parents/carers/pupil
- Evidence that residency is not 'short term', for example residency notice, work or student visa

Further details regarding admission arrangements can be obtained from the Local Authority Website at <http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/>

*The school will request a full birth certificate for Non-UK Citizens and those in Early Years Foundation Stage. This is a result of these pupils entering education without prior checks in place. Should a family not be able to produce a full birth certificate, the Local Authority will be informed and direction sought (it is recognized that in some countries and states these are not produced). Pupils will be admitted if Local Authority instruction is given, but where a birth certificate and suitable identification remain outstanding, a Safeguarding marker will be included on the school management information system.