



THE BEMROSE SCHOOL

ADMISSIONS POLICY

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1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

The Bemrose School is a Foundation Trust School (3-19) with Enhanced Resource Facilities for speech and language and or autistic students (11-16). It does not select on the basis of ability.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Children in Care and all Children Previously in a care setting are children who, at the time of making an application to a school, are:

- In the care of a local authority, or appear to the admission authority to be in state care outside of England
- Being provided with accommodation by a local authority in exercise of its social services functions

- looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted”.

Previously Children in Care, including those children who appear (to the admission authority) to have been in state care outside of England, are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Derby City Council (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Please note pupils attending The Bemrose Primary Phase will not transfer automatically into The Bemrose Secondary Phase. A separate application must be made for a place.

Applications for a place at The Bemrose School should be made by stating the school as a preference on the common application form available from Derby City Education Authority. This common application form must be returned to Derby City Council, not the school, by the closing date.

A prospectus containing information about the school for parents of prospective primary reception and year 7 students will be available at our Open Evening. Copies of the prospectus are also sent to the partner primary schools prior to the Open Evening.

Derby City Council will notify all parents/guardians regarding their application for a place.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Executive Headteachers and Head of School's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number below for the number of pupils for entry in each year group

Published Admissions Number 2025-26

Reception – 60
Year 1 – 60
Year 2 – 60
Year 3 – 60
Year 4 – 60
Year 5 – 60
Year 6 - 60
Year 7 – 220*
Year 8 – 220*
Year 9 – 220*
Year 10 – 220
Year 11 – 220

Published Admissions Number 2026-27

Reception – 60
Year 1 – 60
Year 2 – 60
Year 3 – 60
Year 4 – 60
Year 5 – 60
Year 6 - 60
Year 7 – 220*
Year 8 – 220*
Year 9 – 220*
Year 10 – 220*
Year 11 – 220

Published Admissions Number 2027-28

Reception – 60
Year 1 – 60
Year 2 – 60
Year 3 – 60
Year 4 – 60
Year 5 – 60
Year 6 - 60
Year 7 – 220*
Year 8 – 220*
Year 9 – 220*
Year 10 – 220*
Year 11 – 220*

*in consultation with Derby City Council, it has been agreed that we will adopt a temporary uplift in the PAN for July 2024 in year 7 to 11. This is to allow for additional pupils across the city. If the PAN does not exceed 220 pupils by 31st October of that year the school will lower its PAN back to 220 pupils for the remainder of that academic year and then forward year on year.

6.2 Oversubscription criteria

Children who are already in Year 6 at The Bemrose School (and remain on roll until the end of the academic year) automatically transition to Year 7 and do not need to apply. Year 6 children at the school are also entitled to apply for places at other secondary schools if they wish, utilising the local authority's co-ordinated scheme.

All children whose Education, Health and Care Plan (EHCP) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school. 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 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 living in the normal area served by the school who have a brother or sister attending the school at the time of the proposed admission prioritised by distance
3. Other children living in the normal area prioritised by distance.
4. Children who do not live in the normal area served by the school but who have brothers or sisters attending the school at the time of their admission.
5. Other children whose parents have stated The Bemrose School as a preference on the common application form.
6. Children whose parents stated The Bemrose School as a preference on the common application form but did not return the form to Derby City Education Authority by the closing date.
7. In categories 3 to 5, when choices have to be made between children satisfying the same criteria, children living nearest to the school, measured by a straight line between their residence and the school, have priority. In category 5, places will be allocated in the same order of priority as for categories 2 to 4. Where children in category 5 have equal priority, places will be allocated to those living nearest to the school, measured by a straight line between the home address and the school.

6.4 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tiebreaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Rowditch Avenue. A child's home address will be considered where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8-3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

[School admissions code 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer or have a detrimental impact on a Bemrose pupil who already attends the school. In this case, we will refer these pupils to the Fair Access Protocol. The Governors will consider the evidence relating to the pupil and will make a decision on the admission. This will be communicated to the parent by the Clerk to the Governors.

We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Note: The Governing Body Admissions Committee and Trust Board reserve the right to verify information and, if misrepresentation is confirmed, refuse or cancel the place. Governors have resolved, at their discretion, to exercise their right not to accept applications from children with known behaviour difficulties. This decision should be referred to the 'In Year Fair Access' panel.

7. In Year Admissions

An application for a place can be made at any point during the school year by stating The Bemrose School as a preference on the common application form obtained from and returned to Derby City Council. The Governing Body Admissions Committee will consider the application against the above criteria and Derby City Council will offer a place if one is available.

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there is no space available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to Derby City Council using the admissions team.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Right of Appeal

Should The Governing Body Admissions Committee be unable to offer places to all students who have applied, the parents/guardians will have the right to appeal to:
The Independent Appeals Panel, c/o The Bemrose School, Uttoxeter New Road, Derby, DE22 3HU

Parents will be given this information in the letter informing them of a Governing Body Admissions Committee's decision regarding places.

9. Waiting List

If the number of applications exceeds the number of places available, a waiting list will be established and maintained until the end of September by Derby City Council using the above criteria.

10.Applications Made Outside of the Normal Round of Admissions

An application for a place can be made at any point during the school year by stating The Bemrose School as a preference on the common application form obtained from and returned to Derby City Council. The Governing Body Admissions Committee will consider the application against the above criteria and Derby City Council will offer a place if one is available.

11.Monitoring of this policy

This policy will be reviewed and approved by the Full Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Post 16 Admissions

The Bemrose School provides a range of courses in Year 12 and Year 13 across Levels 1 to Level 3.

Where Level 2 courses are offered, the entry requirements for these courses are a minimum of five GCSE passes at grades 4-1, including English and Mathematics. Level 2 courses all contain GCSE retake classes in English and Mathematics if GCSE or Level 4, has not been achieved.

The entry requirements for Level 3 courses, in the majority of cases are a minimum of five GCSE passes at Grade 9-4, preferably including English and Mathematics, with a minimum of a grade 4. There is the opportunity to retake GCSE English and Mathematics. Students must choose a programme consisting of 3 or 4 A' Level courses or vocational equivalents.

More detailed descriptions of the courses are available in the Post 16 Options booklet, which is updated each year.

The closing date for applications for Post 16 courses is February half term of year 11.

The school will guarantee a place on the course applied for subject to staffing and budget constraints, provided entry requirements are met. Where an application for a course cannot be fulfilled, the school will inform the student in writing. The maximum numbers in any one Post 16-year group is 100 and 200 in total.

Some combinations of courses will not be available and students will be informed of this in writing.

Applications for places on courses received after February half term will be accepted if there are spaces and entry requirements are predicted to be met.

All students who are predicted to reach the entry requirements for Post 16 courses will be offered a place, conditional upon gaining the required examination grades unless they have been permanently excluded from The Bemrose School.

Students who have given cause for concern by their behaviour, attitude or attendance in Key Stage 4 will be admitted on a contract. This will be reviewed termly.