

# Litton Church of England Primary School



## Admissions Policy 2027-2028

Approved by: Full Governors

Date Reviewed: October 2025

Date Approved: January 2026

Signed:

Mrs Caroline Hicks  
Headteacher

Mrs. Emily Noble  
Chair of Governors

| Review date | By whom | Summary of changes made                       | Date implemented                                |
|-------------|---------|---|---|
| 01.10.2025  | C.Hicks | <i>Agreed no changes and submission to LA</i> | <i>Approved in Full Governing Body date....</i> |

Admission to Litton Church of England Primary is co-ordinated by Derbyshire Education Authority at <https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/how-to-apply/rules/criteria/admissions-criteria-for-primary-schools.aspx> Our PAN (Published Admissions Number) is 8.

By law, you must arrange for your child to start school full time at the beginning of the term after his or her fifth birthday – unless you plan to educate your child otherwise than at school. All children are eligible for a full-time place in the September following their fourth birthday.

On the offer of a place you have the right to defer admission until later in the school year. The place cannot be deferred beyond the point at which the child reaches compulsory school age. The place cannot be deferred beyond the beginning of the final term of the school year for which the place was offered. You can also request that your child attends part time until they reach compulsory school age.

If your child is summer born (born between the beginning of April and end of August) and you do not take up a reception place in the academic year and choose to make an application for the following September, the application will normally be considered for admission into year 1.

Exceptionally, if your child is summer born and you do not feel they are ready for school you can request that they enter reception class in the September after their fifth birthday. If after discussion you then wish to make a formal request you should contact Derbyshire Local Authority tel: 01629 537479 or email: [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk) for a copy of our policy on the admission of children outside their normal age group.

Requests should be submitted by **31 March** preceding the year of admission and will need to be accompanied by evidence to show that delayed admission into reception would be in the child's best interests. All relevant factors will be considered when assessing requests against the council's policy on the admission of children outside their normal age group.

If a request is not agreed then a place may be offered in year 1.

However, if parents wish to apply for any deferral, we would encourage an early dialogue with the school –

Contact details are as follows; [headteacher@litton.derbyshire.sch.uk](mailto:headteacher@litton.derbyshire.sch.uk)

Tel 01298 871449

In year requests for places in years 1-6 will be co-ordinated by Derbyshire Local Authority

<https://www.derbyshire.gov.uk/education/schools/school-places/apply-for-a-school-place.aspx>

If parents wish to apply for a child to be educated outside their normal age group, we would consider this to be a very rare event and follow the Local Authority Guidance;

<https://www.derbyshire.gov.uk/site-elements/documents/pdf/education/schools/school-places/admissions/2019-2020/admissions-outside-of-normal-age-group.pdf>

## OVER SUBSCRIPTION CRITERIA

Admission to Litton C of E Primary is co-ordinated by Derbyshire Education Authority at <https://www.derbyshire.gov.uk/education/schools/school-places/primary-admissions/parentsguide/how-to-apply/rules/criteria/admissions-criteria-for-primary-schools.aspx> Our PAN (Published Admissions Number) is 8. In the event of over subscription, the following criteria will be applied in order.

### **1. Looked After Children**

Looked After Children (LAC) and all previously looked after children including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted  
Individual pupils who have a statement of special educational needs or an education, health and care plan (EHC) which names the school will be admitted.

### **2. Children who live in Litton (normal area) with a sibling already at the school.**

(Children whose main residence is in that part of the **Civil Parish of Litton** that falls within the ecclesiastical parish of Tideswell who will have at least one sibling (step/half/adoptive brothers or sisters living at the same address) at the school at the time of admission.

### **Children Whose Parents Attend a Christian Church**

Children from the wider area where one parent can demonstrate that they have regularly, on an average of once per month, attended a Christian church during the preceding 12 months prior to application.  
Attendance should be verified by a member of the church leadership.

### **3. Children who live in Litton (normal area).**

Children whose main residence is in that part of the civil parish of Litton that falls within the ecclesiastical parish of Tideswell

### **4. Children from the Wider Area who will have at least one sibling already at school,** (step/half/adoptive brothers or sisters living at the same address) at the school at the time of admission, who live the closest distance to the school, where distance is measured by the most direct walking route from the front door of the residence to the front door of the school (using the LA Geographical Information System described in the LA admissions document)

### **5. Other Children Whose Parents have requested a Place / Children from the Wider Area who live closest to school.**

Children whose main residence is closest distance to the school, where distance is measured by straight line. The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools.