



Admissions Policy

The Local Education Authority has been required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools from the academic year 2006/2007. The Authority acts as a “clearing house” for all admissions and parents are able to express a preference for one, two or three schools and to place those preferences in rank order. Parents must make their application on a common application form, to be returned direct to the LEA, and give reasons for their preferred schools. Application details will be available from Derbyshire Primary, Infant and Junior schools and other public establishments at the end of October. Applications should be made online at www.derbyshire.gov.uk/admissions or by telephone Call Derbyshire on 08456058058 .

Parents will be offered one place only in a Derbyshire school.

Further information about the co-ordinated admissions scheme is available in the Authority's Parents` Information Booklet – ‘How to apply for a place at Primary School.’

Complaints Procedure

This procedure is set up to deal with complaints about the school curriculum and related matters. It will make sure complaints are dealt with quickly, fully and fairly. At first concerns will be dealt with through informal discussions with staff and the Head teacher. When a complaint is not resolved in this way, the formal complaints procedure must be followed. This can be obtained from the Head teacher.

Absence

Please let school know as soon as possible of reasons for absence. School rings parents / carers on the first day of absence if no telephone call has been received in school. When your child returns to school after an absence please write a short letter to enable Mrs Hicks / Mrs Ridsdale to authorise absences. Further details of authorised and unauthorised absence and the role of the Education Social Work Services are available in the school's Attendance policy, which is part of the “Policies for Parents” pack.

Rates of authorised and unauthorised absence

The total number of registered pupils of compulsory school age on roll for at least one session from 1st September 2012 to 28th March 2013 is 59.

The percentage of half days missed through authorised absence is 5.45%.

The percentage of unauthorised absences is 0.32%.