

ADMISSION OF STUDENTS FOR ENTRY AT RECEPTION 2025/2026



For September 2025/2026 the Academy Admission Number for entry into Reception will be 45 students. Students should normally be aged between 4 and 5 years on the 1 September in the year of entry.

To apply for a place at the Academy an application **MUST** be made via the Local Authority in which **you live**. For most applicants this will be to Derby City Local Authority. Derby City Local Authority will then in turn notify the Academy about ALL the applicants for places for September 2025.

You may apply online at www.derby.gov.uk/primary from November 2024 and your application must be received by the Local Authority before the closing date which will be in January 2025 however at the time of printing the date has yet to be finalised. Any applications made after the closing date will be classed as 'late' and considered after all 'on time' applications have been dealt with.

The Local Authority will inform you by email, which will be on the **16 April 2025** – the 'National Offer Day', this will contain a single offer of a school place for your child.

If you wish to visit the Academy before applying for a place please contact Miss Dashfield, Family Support Worker, at Landau Forte Academy Moorhead on 01332 571162.

Admissions Policy 2025-26

Boys and girls will be admitted to the Academy on a full-time basis without any reference to ability or aptitude, from the "current catchment" area served by the Academy. The maximum number of new children to be admitted during the 2024/25 Academy year has been set at 45 in reception, 40 in all other year groups, by the Department for Education and the Academy's Governing Body.

All pupils who attend Landau Forte Academy Moorhead, you have priority admission into Year seven at Landau Forte College, Derby

Over-Subscription Criteria

1. Children who are looked after by a local authority in accordance with Section 22(1) of the Children Act 1989.
2. Children who have brothers or sisters already attending Landau Forte Academy Moorhead at the time of their admission.
3. Children living in the Local Authority designated catchment area.
4. Children who do not live in the catchment area served by the Academy but who have brothers or sisters attending the Academy at the time of their admission.
5. Other children whose parents have requested a place.
6. Children whose parents did not express a preference by the date suggested by the Authority each year.

Tiebreaker for applications of equal strength: shortest available route from the Academy measured by a straight line using the Council's measuring system.

“Catchment area”

As defined by the Local Authority

“Looked after child”

A looked after child is a child who is a) in the care of the 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).

“Brother or sister”

A brother or sister is classed as having one or both natural parents in common, are related by parent's marriage or are adopted or fostered. A brother or sister must be living at the same

TIMETABLE FOR APPEALS FOR ADMISSIONS TO RECEPTION 2025/26

Offers sent to Parent/Carers by the Local Authority	16 April 2025
Parent/Carers who wish to Appeal should contact Landau Forte Academy Moorhead in writing	From 16 April 2025
Landau Forte Academy Moorhead will send an Appeals Form and further Guidance to Parent/Carers	Within 3 working days
Deadline for Parent/Carers to return their Appeal Form to Landau Forte Academy Moorhead	3 June 2025
Notification of the date, time and venue for the Appeal will be sent to Parent/Carers along with the Generic Case for the Academy	At least 10 working days prior to the commencement of Appeal Hearings
Deadline for submission of evidence supporting the Appeal to the Appeals Clerk for the Academy	3 clear school days prior to Appeals Hearing
Outcome of the Appeal confirmed in writing to Parent/Carers	Wherever possible within 5 school days of Appeal Hearing

Additional Notes

A copy of the school catchment area can be viewed on the [Derby City Council website](#)

There is no charge or cost related to the admission of a child to a school.

Admissions are administered through a coordinated admission scheme and preferences for community, controlled, aided and foundation schools will be processed centrally by the School Admissions and Transport Service. Each child will receive only one offer of a place at a Derby school.

In accordance with legislation, children who have a statutory statement of special educational need that names Landau Forte Moorhead as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the amount of places available to other applicants.

Children in Care mean children who are in the care of, or provided with accommodation by a local authority in accordance with section 22(1) of the Children Act 1989 at the time of making the application.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria. Landau Forte Academy Moorhead will not seek to obtain this information on behalf of the applicant.

The Local Authority uses a Geographical Information System (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

The requirement for Landau Forte Academy Moorhead to meet the Infant Class Size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, there are permitted exceptions to this legislation which Landau Forte Academy Moorhead will regard when considering applications

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a place is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address then that place is likely to be withdrawn.

If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Any Derby child not obtaining a place at any of their parent's preferred schools will be allocated a place at their catchment area school (if places remain available) or the next nearest school with a space available and advised about the independent appeals process.

Deferred Entry to Reception Class Landau Forte Academy Moorhead will consider requests from

parents to retain a place in the preferred school where the parents wish to defer their child's entry to a Reception Class until later in the same academic year or until the term in which the child reaches compulsory school age. The effect is that the place will be held for the child and is not available to be offered to any other child. Where it is possible to offer a place, deferral will be supported if the request is made at the normal time of application. A parent may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the application was accepted.

Landau Forte Academy Moorhead will also consider requests from parents who wish their child to attend Reception Class on a part-time basis until the child reaches compulsory school age.

Admission outside of the normal age group

Parents may seek to apply for their child's admission to Landau Forte Moorhead outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Trust who will take into account the circumstances of the case and views of the Principal. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. If places become available after the offer date they will be offered according to the child at the top of the waiting list.

Waiting Lists will be kept until the end of the autumn term of admission.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves Year 2.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

Children who are subject of a direction by a local authority to admit or who are allocated to Landau Forte Academy Moorhead in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Late Applications

Application forms received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already

been allocated, or are shortly to be allocated, then late applicants will be considered only after those applicants who applied by the published closing date.

A late application does not affect the right of appeal or the right to be placed on Landau Forte Academy Moorhead waiting list.

Repeat Applications

Parents do not have the right to a second appeal in respect of Landau Forte Academy Moorhead for the same academic year unless, in exceptional circumstances, the school has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

“In-Year Transfer” Arrangements

Parents or carers seeking to transfer to Landau Forte Academy Moorhead may make an application using the appropriate application form. This application will be processed in the normal way but parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.