

# Northfield Junior School



Encourage each other to do well

Teamwork  
Responsibility  
Respect  
Resilience  
Kindness  
Curiosity



## Admissions Policy

| Policy Review: | Version: | Proposed by:   | Seconded by:  | Min No:  | Date:    | Chair         |
|----------------|----------|----------------|---------------|----------|----------|---------------|
| Adopted        | V1:24/25 | Lindsay Martin | Claire Nowell | 15:24/25 | 5.2.25   | Claire Nowell |
| Reviewed       | V2:25/26 | RSmith         | CGibbons      | 13:25/26 | 14.01.26 | FStainton     |
|                |          |                |               |          |          |               |

|                   |                    |                                                      |
|-------------------|--------------------|------------------------------------------------------|
| Review Date       | December 2025      |                                                      |
| Reviewed By       | Johnathon Walmsley |                                                      |
| Job Role          | Headteacher        |                                                      |
| Next Review Date  | January 2027       |                                                      |
| Changes Explained | V1:24/25           | New Policy – Johnathon Walmsley 28/01/2025           |
|                   | V2:25/26           | Moved to new policy template. Academic year changed. |
|                   |                    |                                                      |
|                   |                    |                                                      |

### **Northfield Junior School – Admissions Policy**

As a community and controlled school, Derbyshire County Council is the admission authority for the school.

Full details of admission arrangements can be found at:

<https://www.derbyshire.gov.uk/education/education-and-learning.aspx>

The planned admission number for 2025/26 is 40. Attendance at local infant schools gives no priority for admission to Northfield Junior School. Places need to be applied for.

Full details of the admission procedure, and the criteria used, is contained in Derbyshire County Council's booklet entitled "How to apply for a place at Primary School - A guide for parents". It is important that parents are familiar with the contents of this booklet. A copy of the booklet and admission procedure can be found at:

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

Each year, Northfield Junior School admits eligible pupils on request up to our published admissions number. In the event that school is oversubscribed a waiting list is held by Derbyshire County Council and places are released if and when a child leaves school in that year group.

In Year admissions are dealt with by Derbyshire County Council. In allocating places to Northfield Junior School, we follow the guidelines from Derbyshire County Council. Please see the link above.

Before any child is admitted to school, it is important that parents and previous providers have informed us of anything vital to meeting the child's needs. All children admitted to Northfield Junior School should ideally visit before being admitted and this provides an opportunity for knowledge to be passed on. In addition, records are sought from previous education providers.

Parents are expected to complete registration forms online which includes pupil permission form, IT permission agreement and home school agreement prior to close of school before the child starts school. Parents are required to be clear about the phone number required on our text service and must provide a minimum of two emergency contacts.

To support parents selecting the most appropriate school for their child a school brochure is available and can be found online at <https://www.northfield.derbyshire.sch.uk/key-information/>. This contains further details including our mission statement, values and aims and day to day matters in school.

For Year 2 children coming to the school, to ensure that children make a positive start, we have several opportunities for them to visit the school. All children due to start at Northfield Junior School will have the opportunity to visit several times following our transition timetable during June and July. Parents moving into the area may bring their child in at any time. A meeting for new parents, known as 'meet the teacher' is held during June or July

when they are able to see the school, meet the staff and discuss any matters of interest. Those parents unable to attend, or whose child is starting at a later date, may contact the school when the Headteacher or School Office Staff will be pleased to show them around the school at a convenient time.