

# A guide for parents

## Transfer to Secondary School 2025/26

This booklet is for pupils  
entering Y7 for the first time.

**You must apply by  
31 October 2024**

### Save Time - Apply online

The Secondary Admissions Team  
can be contacted on  
(0114) 273 5790 or by email at  
[ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

This guidance applies to pupils living in Sheffield. If you live outside Sheffield you **MUST** apply through your own home council, even if your child attends a school in Sheffield and you wish to apply for a secondary school in Sheffield. If you live outside Sheffield and you apply on a Sheffield form (online or paper), we will discard your application.





# Contents

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## 1 Introduction

Top Tips and Frequently Asked Questions	3 - 7
---	-------

## 2 Making an application for a school place

Oversubscription Criteria for Community, Voluntary Controlled Schools and Academies	8 - 9
Admissions Committee	9
ONLINE Admissions	10
Fraudulent applications	12
When will the process start?	13
What decisions do I have to make?	13
When do I have to make my decision?	14
What happens if my application is late?	14
What happens next?	15
What happens if I change my mind about the preferences I have made?	15
What happens if I don't get a place at one of my preferred schools?	16
What can I do if I am unhappy with the outcome?	16

## 3 Detailed Information

Admissions Terminology	17
Eligibility for a School Place	19
Eligibility for Schools Outside of Sheffield	19
Sheffield's Co-ordinated Admission Scheme	19
Consideration of Preferences	20
Offer Date	21
Late Applications	21
Waiting List (For Sheffield Community and Voluntary Controlled Schools)	21
Change of Address	22
Entry Outside of the Normal Year group	22
Fair Access Protocol	22
Applications for Overseas Children	22
Admission to School for Children of UK Service Personnel	23
Statutory Appeal	23

<b>Sheffield Secondary Schools</b>	25
<b>Feeder Schools</b>	35
<b>Oversubscription Criteria for Astrea Academy Sheffield</b>	39-44
<b>Oversubscription Criteria for Firth Park Academy</b>	45-47
<b>Oversubscription Criteria for Meadowhead School</b>	48-51
<b>Oversubscription Criteria for Outwood Academy City</b>	52-62
<b>Oversubscription Criteria for Parkwood E-ACT Academy</b>	63-66
<b>Oversubscription Criteria for All Saints Catholic School</b>	67-70
<b>Oversubscription Criteria for Notre Dame High School</b>	71-74
<b>Oversubscription Criteria for UTC City Centre</b>	75-79
<b>Oversubscription Criteria for UTC Sheffield Olympic Legacy Park</b>	80-84
<b>Oversubscription Criteria for Tapton Academy</b>	85-88
<b>Admission to Sixth Form</b>	89
<b>4 Other Useful Information</b>	
Sheffield Special Schools (Secondary)	104
Sheffield Integrated Resources (Secondary)	106
Sheffield's Admission Website	107
School Terms and holidays 2025/2026	107
Complaints	107
School Transport Entitlement for secondary school	107
Special educational Needs (SEN) Section	110
Secondary Admissions in Sheffield - Contact details	111
Addresses of Neighbouring Authorities	112

# Introduction

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Next year your child will be moving to secondary school. It is natural that you should find this an anxious time, as you will want to make the right decision in the best interests of your child.

This Guide applies to all community, voluntary aided, foundation trust, schools and the Academies in Sheffield and is designed to explain the procedures for applying for a secondary school place for your child.

Please read through the Guide, so that you understand what will be happening and when. If you are unsure about any part of the process, there are several places you can ask for help. These are listed in the Guide.

To contact Secondary Admissions, please call 0114 273 5790 or email [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk).

## Admissions – Top Tips

A high number of parents are offered a place at one of their preferred secondary schools. To help you through the system we have produced the following top tips as a result of experience in previous years:

### 1. You must apply online, or complete a Common Application Form (CAF)

If you do not submit an application your chances of being allocated a place at a school you prefer, will be limited. If you do not apply for a school place the Admissions Team will allocate a school for your child. Places are not “reserved” at your catchment area school. If you do not make an application, you will not be offered a place.

### 2. Complete the Form by 31 October 2024 or apply on line by 14 October 2024

We will receive over 7000 applications for entry to Secondary School in September 2024. If you apply late, your application will be considered after all others so you will have less chance of obtaining a place at your preferred school.

### 3. Be realistic in expressing your preferences

You are free to apply for whichever school(s) you wish. You are strongly advised to read the information in this booklet about outcomes in previous years although there is no guarantee that outcomes will be the same as in past years. Admissions staff are available at open evenings to ask for advice. You need to work out where you are on the list of priorities for entry for any school you wish to consider. Please make informed choices.

### 4. Remember, whilst you can apply for any school, that does not mean that your child will receive a place there

If a school is oversubscribed we have to apply the oversubscription criteria which are provided on further in this booklet. These criteria determine which children have priority for admission, please read and understand them. If you are applying for a Church Aided school their criteria are also contained in the booklet.

### 5. Make sure you know who is making the decision about admissions

For Community Schools the City Council makes the decision. For Voluntary Aided (Church), Trust, Foundation Schools and Academies it is the Governing Body.

### 6. Consider your options carefully

If you do not include your catchment area school as one of your preferences and you are unsuccessful in obtaining a place at another school, you will not be automatically offered a place there. If for example your catchment school has become full with pupils whose parents applied there, you may be offered the nearest school to your home address that has available places. This may be some distance away. You may wish to consider applying for your catchment school as one of your preferences.

## 7. Select three different schools

**You are strongly advised to use all three preferences.** Selecting a second and third preference does not weaken your first preference, it does however give you a possible fall back position if your first preference is unsuccessful. Do not select the same school twice, it will not increase your chances.

## 8. Consider your ranking carefully

You will be offered a place at your highest ranked school with available places. If you are eligible for all three schools you will be offered the first ranked school. It is important therefore that you rank your schools carefully.

## 9. Previous years provide no guarantee

If any of your other children or neighbours obtained places at a school in previous years, that is no guarantee that the same outcome will occur for the year you are applying to. This can be affected by the number of children in the year group and by application patterns in any given year.

## 10. Provide any additional information

You are responsible for providing supporting information to your application. This may include factors such as medical information from a relevant professional, family circumstances or any other factors that are relevant to you. There are no rules on this matter, if you think it is important include it in your application.

## 11. We use a straight line measurement as a tie-breaker

We do not use bus routes or walking routes. This may change the school that you consider to be your nearest.

## 12. Keep all correspondence

Keep all letters you receive in relation to your application as you may need them at a later appeal.

## 13. Finally – ASK!

Our experienced team of Officers are here to help you. We know what an important time this is and we want you to obtain a place at your preferred school.

## Frequently Asked Questions

### 1. Is a place reserved for me at my catchment area school?

No, it is unlawful to reserve places. If you do not apply for your catchment school as one of your 3 preferences a place is not reserved for you there.

### 2. Am I guaranteed a place at my catchment school if I apply there?

No, places cannot be guaranteed even for catchment area residents, who have applied for a place.

### 3. Do I have a better chance by applying early?

No, all applications received up to the closing date will be considered equally.

### 4. Am I guaranteed a place at the secondary school if I have another child there, or if my child attends a feeder primary school?

No, there are no guarantees. Outcomes will depend on the number of applications received.

## **5. What if I want to apply for a school outside Sheffield or to a Church Aided School?**

All Sheffield residents must return applications to Sheffield Local Authority. We will liaise with neighbouring Authorities or church schools on

your behalf so simply complete your application and leave the rest to us. Sheffield Authority will notify all Sheffield residents of the outcome of their application.

## **6. Can I apply for just one school?**

Yes you can but you are strongly advised to submit 3 preferences.

## **7. What if the school is oversubscribed?**

If more applications are received than there are spaces available, places are prioritised in accordance with the individual schools oversubscription criteria. More information can be found further in this booklet or on each school website.

For information about how pupils with an Education Health and Care Plan or a statement of special educational needs are allocated, speak to the SEN Department on 0114 273 6394.

## **8. What happens if I am not offered a place at my first preference school?**

We will consider your second and third preferences and if possible offer a place at one of these. You will be placed on a waiting list for any higher ranked school where you have been refused a place.

## **9. What happens if I am offered none of my three preferences?**

You will be offered a place at the nearest school to your home address that has available places. This may or may not be your catchment area school. You will be placed on the waiting list for any school that you are refused admission for.

## **10. How does the waiting list work?**

The waiting list starts on 1 March following allocation. Your position on the waiting list depends on the admission category you fall into, i.e. a "Sibling" category applicant will be higher than a "Feeder School" category applicant. The waiting list must be prioritised by admission category and not by the length of time spent on it. A late catchment area applicant will therefore automatically be placed above a "Sibling" category applicant. The waiting list is maintained until 31 December each year following allocation. If a place becomes available at a school it will be offered to the next pupil on the list.



**12. If I appeal will I lose the place currently allocated to me?**

No, a place at your allocated school will remain unless you secure a place elsewhere.

**13. When and where are appeals heard?**

If you apply on time, appeals are normally heard by the end of June. Appeals for Sheffield Schools may be heard virtually or in person. You will receive further details if you appeal.

**14. Where can I obtain further information?**

There is a great deal of information available on the process and on individual schools, these are just a few examples:

- Sheffield Local Authority Admissions website <http://www.sheffield.gov.uk/pupiladmissions>
- Advisory Centre for Education (Independent) <http://www.ace-ed.org.uk>  
Telephone 0808 800 5793
- OFSTED (School Inspections)  
<http://www.ofsted.gov.uk>  
email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Tel: 0300 123 1231

# Making an application for a school place

2

## Oversubscription Criteria (for Sheffield community schools and Academies)

The oversubscription criteria for Academies that operate a different policy are printed separately later in the book.

### Special educational needs

Any child that has an Education Health Care Plan or a statement for SEN that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Sheffield Community, Foundation Secondary Schools and Academies, details for Academies that operate different criteria, can be found later in this booklet. These criteria have been consulted upon and approved by the Elected Members of the City Council.

### 1. Children in Care (previously In Care)

Children who are in care or previously in care, including those children who appear (to the admission authority) to have been in state care outside of England, will be prioritised at their preferred school. Children previously in care are children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order immediately following being in care.

### 2. Catchment Area with Sibling

Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending the preferred school in September 2025 will be prioritised above other catchment applicants.

If the older sibling will be attending the Sixth Form they will only meet the Sibling criteria if they have previously attended the school, e.g. in any year between Years 7 and 11.

### 3. Catchment Area

Children living in the catchment area for the preferred school that will not have a sibling attending, will be considered next.

**The Authority does prioritise catchment area residents, however places are not guaranteed.**

### 4. Brothers or sisters (siblings)

Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there. A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or stepsister (including half brothers/sisters)

and in both cases will attend the preferred school at the time of entry.

**Where places are obtained under this category, parents and carers must note that, places cannot be guaranteed in future years for younger children.**

### 5. Designated feeder school

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated.

Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at the linked secondary school than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please see page 35 or contact Secondary Admissions on 273 5790.

## 6. Other applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

### Tie breakers

For any admission category that is oversubscribed there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application may be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply on line or over the telephone you can send any additional evidence by post
- If there are no exceptional circumstances, all applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

## Twins and Multiple Births

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number.

The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

## Children living equal distances from the School

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

Please contact the Admission Team

(Tel: 273 5790) if you have any queries about how you fit into the above categories.

## Admissions Committee (AC)

Applications for oversubscribed schools will be considered against the oversubscription criteria described above.

Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is satisfied that circumstances are exceptional. It should be noted that where medical needs are given as a reason for applying for a particular school, the medical needs **must** relate to the child, not the parent. If supporting information is not provided from a professional then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 1 March).

The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council.

The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

## Online Admissions

**Save Time Apply Online at [www.sheffield.gov.uk/home/schoolschildcare/apply-school-place](http://www.sheffield.gov.uk/home/schoolschildcare/apply-school-place)**

You may apply online for your child's school place

From **July 2024** Sheffield's online admission facility was available to submit an application for secondary school.

### Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- You can change your application at any time up to 14 October 2024.
- We will let you know which school your child has been allocated via email on **3 March 2025**.
- There is no risk that your application will get lost in the post.
- The facility is available 24 hours a day 7 days a week up to the closing date of **14 October 2024**.

You can apply online wherever there is access to the Internet.

- At home
- At your child's primary school
- At an internet café
- At work
- At a library

### How to access the online facility

Access the Council's website using the following address: [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions) and click on the "OnlineAdmissions" link. This will take you to the Pupil Admissions online facility. From here you will be asked to register.

### How to register

- All users will need to register their details before an application can be made.
- Once you have registered you will be emailed a link to the online site.
- When registering take care to type in your email address correctly. If errors are made, you will not receive a password and will not be able to re-enter the site
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

### Making an application

- Your child has been allocated a Unique Identification Number (UID). This was noted on the letter.
- Enter the UID and your child's date of birth in the space provided. This will reveal your child's details (name, address) and invite you to enter your preferences and reasons for your application.
- If you do not have a UID, click on the box "No UID". You will be invited to enter your child's details and then express your preferences and reasons.

You must submit your application. You will be asked to acknowledge that the information you have given is accurate and then to click submit again.

- Press continue to receive the option to print off a copy of your application.
- An acknowledgement will be sent to your email account confirming receipt of your application and listing the schools you have expressed.
- Each time you re-enter the site you must re-submit your application whether or not you make changes. Failure to do so may mean your application is not processed.

### **Help and assistance**

If you have any questions about your application and how decisions are made please contact Secondary Admissions on 0114 2735 790 or [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

The closing date for submission of secondary applications is **31 October 2024**. However the online site will only be available until **14 October 2024**.

## Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. All addresses are checked with your child's primary school.

**The Authority takes the issue of fraudulent applications very seriously. If the Authority receives any information alleging that an application has been made fraudulently it will require parents to provide at least two forms of proof to confirm the address.**

Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of entry, it will be withdrawn .

If the Authority withdraws a place on the above grounds you will be offered a place at another school and notified of your right of appeal.

### Withdrawing places

Places will also be withdrawn where allocations have been made in error.

## Parental Responsibility and Agreement

We expect parents/people with parental responsibility (PR) to consult with each other and agree on the school(s) for which they wish to apply. We don't investigate whether applications have been agreed but by signing the application or submitting an online application, this is confirmation that you have discussed and agreed the preferences with anyone with PR. We will not become involved with or resolve disagreements between parents. Where the child spends time at 2 different addresses, their parents must agree and notify us which address to use. If parents are unable to agree we will ask for details of where child benefit is paid and use that address. We encourage parents to resolve any disagreements before the closing date as a delay may affect the availability of places at preferred schools.

## Co-ordinated Admission Arrangements

### The co-ordinated scheme

The co-ordinated scheme for admissions to Year 7 at a secondary school is designed to ensure that every parent who lives in Sheffield and has applied for a school place for their child receives a single offer of a school place on the same day.

You will only have to complete one application to apply for a combination of any three schools in Sheffield or within another Authority, including voluntary aided schools, Academies, Trusts and Foundation schools.

In order to provide every parent with an offer of one single place, Sheffield Authority will be working collaboratively with the Governing Bodies of the Catholic secondary schools within the area of Sheffield as well as neighbouring authorities. As long as you submit an application form or apply online before the closing date, a single offer of a school place will be made on **3 March 2025**. A full version of Sheffield's coordinated admission scheme can be found on the Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

### What if I do not make an application?

Parents who do not make an application will not receive an offer of a school place on **3 March 2025**.

The Authority with assistance from your child's primary school will make every effort to help and encourage you to express preferences. If a form or online application is not submitted the following action will be taken;

- A place will be allocated for the child at the nearest community school, to their normal place of residence, with available places.

**Please note that the Authority strongly advises parents to complete and submit a common application form or apply online.**

**Non-completion of an application will seriously reduce your child's chance of being offered a place at a school you want, since places will be allocated first to parents who have expressed preferences.**

## When will the process start

**July 2024**

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school.

Sheffield residents whose children attend a private school or school in another Authority, should apply online, or contact Pupil Admissions to obtain an application form.



**September/October 2024**

Open events held at Secondary Schools



**31 October 2024**

Closing date for returning your completed application form



**3 March 2025**

Offer Date

## What decisions do I have to make?

You must decide which schools to apply for. If you do not express your preference online or submit an application, the pupils of parents who do, will be considered before your child.

If your child has special educational needs and you would like advice about how this may effect your preferences, please contact the SEN Transitions Team on 0114 273 6394.

- Parents who wish to apply for All Saints, Notre Dame Catholic High school or E-Act Parkwood Academy will also be required to complete the **Supplementary Information** form available from the schools or the Admissions Team. It is your responsibility to provide evidence to support your application including relevant medical information. If you wish to apply for an aided school located in another authority, you are advised to contact the school to find out what additional information is required.
- **You have the right to apply for a place at any school. Places are not reserved in catchment schools for parents who apply to other schools and are unsuccessful. You do not have to apply for your catchment school but a place cannot be reserved at your catchment school if your application elsewhere is unsuccessful. You will have a higher priority for your catchment school but a place cannot be guaranteed.**
- Admission Authorities must comply with parental preferences where they can but because there are limits on the number of places available at each school, it is not always possible to do so.

## Open events

You and your child are strongly advised to visit the schools for which you intend to apply. Open events are held throughout September and October 2024.

A list of open event dates is available on the admissions website. Alternatively you may request details from Pupil Admissions, or from your child's primary school. If the events are held in school rather than virtual, a Local Authority representative will usually be available to offer help and advice about applying for secondary school.

## School prospectus

Information about each school is published annually by the Governors in the school prospectus. The prospectus contains information about the curriculum and organisation of education and teaching methods of the school, a statement of the aims and values of the school, and details of examination results and pupils attainments at the key stages.

It may also contain other information about dress code, demand for school places, directions to the school and other general information. Parents can obtain a prospectus for any of Sheffield's secondary schools, free of charge, directly from the school.

## When do I have to make my decisions?

The closing date for returning completed application forms is **31 October 2024** but please note that the online site is only available until **14 October 2024**.

## What happens if my application is late?

You have less chance of receiving a place at one of the three schools you have applied for. More information is available later in this booklet to explain how the Local Authority will deal with late applications.

## What do I do when I have made my decisions?

- You are advised to complete all sections of the application. It is important that you give full reasons for your application even if it is your child's catchment school. This information **may** be considered by the Admissions Committee if supported by information from a professional where a school is oversubscribed. There is more information further in this booklet about the role of the Admissions Committee.
- Decide whether to apply online or on the paper application form which is available from the Admissions Team.
- Return your completed form to the Admissions Team or notify your child's primary school that you have applied online.
- If any of your preferences are for a voluntary aided school in Sheffield, Barnsley, Derbyshire or Rotherham. You must obtain an 'additional information' form from school and return it to the school for which you are applying.
- Enclose with your form any supporting evidence, eg. medical information. If you apply online send your evidence separately to Secondary Admissions.



## What happens next?

If you apply online you will receive an acknowledgement instantly.

On **3 March 2025**, you will be informed of your single allocated school place. This may or may not be one of your three preferences.

If you have applied online you will be sent an email notifying you of the allocated school. If you have applied online you may also log onto the online site using your password to view the decision. If you applied on a paper form you will be sent a letter to your home address.

There is more information later in this booklet which explains how the Admissions Team co-ordinates the application and allocation process and allocates school places using Sheffield's oversubscription criteria. Please note some schools operate different criteria. The policies for these schools are also included in this booklet.

## What happens if I change my mind about the preferences I have made?

This will depend on when you change your mind.

### **if you change your mind before the closing date of 31 October 2024**

- You may amend your preferences at any point up to the closing date of **31 October 2024**.
- Write to Secondary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting new preferences you are notifying the Authority to disregard the original application.

Parents need to be aware that the Authority will only process one common application per pupil at any given time.

### **if you change your mind after the closing date of 31 October 2024.**

The Authority will not accept a change of preference after the closing date without a genuine reason for doing so, for example, a recent change of address.

If you would like to change your preferences you should write to Admissions to confirm your new preferences and explain the reason for changing your mind.

If the Authority is not satisfied that your reason is genuine your new application will be classed as late and only considered after the allocation date of **3 March 2025**. Please contact Admissions if you are in doubt as to whether your new preferences will be accepted.

Any change of preference received after the latest date for receiving applications (**30 November 2024**) will not be considered until after 3 March 2025.

### **if you change your mind after the offer day of 3 March 2025.**

Contact the Secondary Admissions Officer on 0114 273 5790. Any application received after the national allocation day will be considered in date received order then in line with normal oversubscription criteria.

## What happens if I don't get a place at one of my preferred schools?

Where a single offer cannot be made for any of the three preferences stated on your common application, a place will be allocated at your catchment school (if you did not indicate this as one of your three preferences **and** if there are still places available), or the nearest community school in Sheffield with available places.

This is measured in a straight line from your home address to the school.

This only applies to pupils who live in Sheffield. If you live outside Sheffield, your Home Authority will be responsible for ensuring that your child is allocated a school place for September.

Your child will automatically be placed on a waiting list for a school where he/she has been refused a place at a community school ranked higher than the allocated school. More detailed information about waiting lists can be found later in this booklet.

## What can I do if I am unhappy with the outcome?

You will be offered a right of appeal to an Independent Appeal Panel. See further in the booklet for more information about Appeals.

# Detailed Information

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## Admissions Terminology

### Academy

An Academy is a state-funded, non fee-paying independent school. Academies are required to comply with the code and law relating to admissions.

### Admissions authority

The Admission Authority is responsible for determining admission to school.

For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For Voluntary Aided, Trust and Foundation Schools and Academies the Admission Authority is the school Governing Body.

### Admission arrangements

The Admissions Authority must publish the admissions arrangement for all its schools. They include admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

### Catchment area

Each community school has a catchment area. This is defined by the City Council. Your catchment area school is the school for which you have the highest priority.

### Common application form

This is the application form that invites 3 preferences and supporting reasons. This form is to be completed whether applying for a community, foundation trust or aided school, Academy or a school in a different Local Authority.

### Community schools

These schools come under the responsibility of the Local Authority. The admissions policy for Community Schools is determined and implemented by the Local Authority.

The Local Authority is the Admissions Authority for Community Schools and allocates school places.

### Composite prospectus

The Education Act 2002 requires the Authority to publish information annually about admissions for the following school year. This guide is the 'composite prospectus' for the 2025/2026 academic year.

### Eligible for a school place

This is where a child can be offered a place at a school either because:

- The number of applications for the school is below the admission number; or
- It is oversubscribed but the child has priority under the admission criteria when compared to other children.

### Feeder schools

Each secondary school has a number of 'feeder primary schools' that are linked to the schools.

### Home authority

The Authority in which the parent/carer and child resides.

**IAN**

Indicated Admission Number. An IAN is determined in consultation with each school. This is the number of pupils that must be admitted to a school if sufficient applications are received.

**Key stage 3**

Secondary School (year 7, year 8 and year 9).

**Key stage 4**

Secondary School (year 10 and year 11).

**Maintaining authority**

The Authority in which a school is located.

**Normal place of residence**

The child's normal place of permanent residence will ordinarily be a residential property at which the parent or person/s with parental responsibility for the child resides at the latest date for receiving applications for admission to school - 30 November 2024.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's normal place of residence will normally be the property at which the child resides with the parent or person/s with parental responsibility, for the greater part of the week.

**Oversubscription criteria**

Each Admission Authority must establish criteria. This is applied where more applications have been received than there are places available at the school. The criteria determines which applicants will be offered places.

**Parental preference**

You are invited to express up to 3 preferences on a common application.

The Admission Authority must comply with parental preference unless

You are not guaranteed a place at any of your preferred schools.

**Ranking**

The order in which parents have to list their three preferences on the common application. Parents are advised to place their favourite school first.

**Sheffield's co-ordinated scheme**

Each Authority must determine a scheme which outlines how they intend to co-ordinate with neighbouring Authorities and other Admission Authorities within it's area, in order to carry out admissions for Sheffield residents.

Siblings (definition for sheffield community schools, foundation, trust and academies)

A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or a stepsister (to include half brothers/sisters)

and in both cases will be attending the preferred school at the point of entry.

**Single offer**

The one offer for a school place for your child as determined by the co-ordinated scheme.

**Waiting lists (definition for sheffield community schools)**

All pupils refused a place at any school ranked higher than the allocated school will be automatically placed on a waiting list for those schools. The waiting list will be discontinued on 31 December 2025.

**Voluntary aided school**

These schools are church aided. The Governing Body is the Admission Authority and establishes the admission arrangements and allocates school

## Eligibility for a school place

All secondary schools have an indicated admission number (IAN) or admission limit which determines the number of available places at the normal age of transfer, in this case for Year 7. Once an IAN or higher admission limit is determined for a particular school year, that number will normally remain in force as that year group moves through the school. The IAN/higher admission limit for each school is published in this booklet.

Where the Admissions Authority receives more applications than there are places at a school, it must have a method of prioritising the applications to determine which applicants will be eligible for a school place. This is known as the 'oversubscription criteria'.

## Eligibility for Schools outside Sheffield

If you intend to apply for a school in another Authority, you may wish to refer to the booklet produced by that Authority for details of the oversubscription criteria that applies to that school.

Contact details for neighbouring Authorities can be found at the back of this booklet.

Sheffield residents applying for a school maintained by another Authority, must still complete Sheffield's common application and return it to Secondary Admissions or apply online.

## Sheffield's Co-ordinated Admission Scheme

This is how the co-ordinated scheme works:

- Decide on a maximum of three schools that you would like to apply for.

Read pages 8 to 10 and 39 to 93 for details of how Admission Authorities decide eligibility for a place. Places at your catchment school are not guaranteed and cannot be reserved for you if you do not put it down as

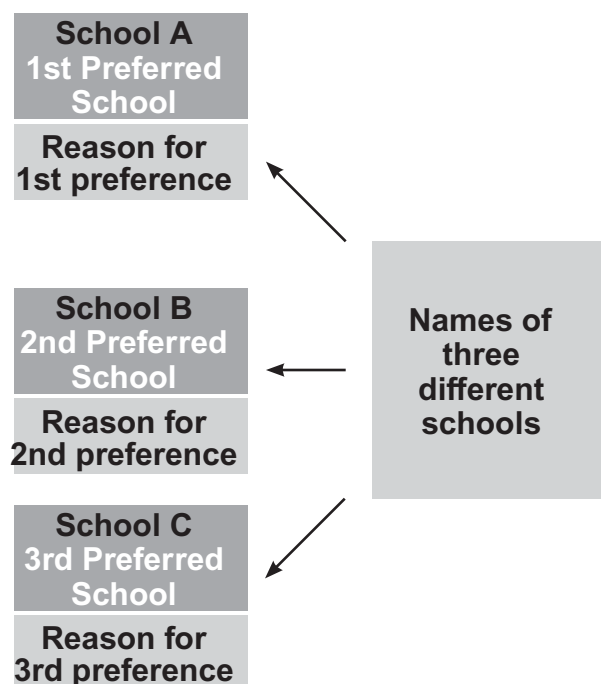
a preference on your application.

- Having decided on your three schools you then have to make a second decision. In which order would I prefer my child to attend these schools?

In other words, which is your first, second and third preferred school. This process is called ranking.

- On the Common Application there are three boxes to put the names of your preferred schools and your reasons for your preferences.

It is very important that you record your preferences in the right order, starting with your first preference.



For each preference that you make there is space to give reasons for your preference. Remember that you can express preferences for any school.

By listing your preferences in this way, they are in rank order.

- Sheffield Authority operates on ‘Equal Preference’ system.
- The Admissions Team will determine whether or not there are places available at your three preferred schools. If you have named a voluntary aided school the Local Authority will liaise directly with the Governing Body on your behalf. Similarly, if you have named a school in a neighbouring authority, Sheffield Local Authority will liaise directly with the maintaining Authority on your behalf.
- If there is a place available then your child is “eligible for admission” for that school.
- Where you may have expressed preferences at three different schools, your child may be eligible for admission at one, two, all three or none of the schools.
- The Admission Authority determines whether your child is eligible for a place at a secondary school.
- The outcome of your application will be one of the following:

### key

- E Your child is eligible for admission, which creates a potential offer
- School oversubscribed – your child is not eligible for a place based on admission criteria
- A Your child will be allocated a place as the highest ranked preference for which he/she is eligible

Preferred Schools in rank order	Possible Outcomes of three Preferences							
	1	2	3	4	5	6	7	8
1st School A	E <sup>A</sup>	○	○	E <sup>A</sup>	E <sup>A</sup>	E <sup>A</sup>	○	○
2nd School B	E	E <sup>A</sup>	○	E	○	○	E <sup>A</sup>	○
3rd School C	E	E	E <sup>A</sup>	○	E	○	○	○

You must think very carefully about the preferences that you make and take advantage of the information and advice available in this booklet to help you make informed decisions.

In the above example at column 1 even though you would be eligible for all three schools you would only be offered School A as the highest ranked. You would not be offered schools B or C.

If you are refused a place at your preferred school(s), you may appeal.

## Consideration of Preferences

At the closing date of 31 October 2024 the process of trying to meet parental preferences begins. This means that all

Admission Authorities for schools named on the common application have to determine whether the child is eligible for admission to their school.

Your preferences will be assessed against the oversubscription criteria that applies to each of the schools.

If you have applied for an aided school or a school in a different Authority, Sheffield will liaise with the relevant admission authority to assess the eligibility of your application for those schools.

Once it is determined which of the preferred schools your child is eligible for (this could be all three, a combination of two, one or none of the schools indicated on your common application), the Authority will allocate the highest ranked school for which you are eligible.

## Offer Date

Applications received up to and including 30 November 2024 will be allocated a school place on 3 March 2025.

## Late Applications

- Applications and changes of preference or circumstances received after the 30 November 2024 will be dealt with after 3 March 2025 and will be processed in date received order.
- Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2025 at the latest, a place will be offered at the nearest available school.

## Waiting Lists (for Sheffield community schools - trust, foundation and academies who operate the same oversubscription criteria as Community Schools)

- The Authority will establish a waiting list for all Community, Trust and foundation secondary schools and Academies in Sheffield that operate the same criteria as Community Schools, where the number of applications for those schools has exceeded the number of places available. All Saints and Notre Dame will maintain their own waiting lists. For information about waiting lists for non-Sheffield schools you should contact the relevant Admissions Authority.
- Your child will automatically be placed on a waiting list for a community school where he/she has been refused a place at a school ranked higher than the allocated school.
- Waiting lists for community schools will be maintained until the **31 December 2025**.
- Priority on the waiting list is determined according to the oversubscription criteria for that school not by the length of time on the list or date of application.
- Your child's position on a waiting list can go down as well as up because of how pupils are prioritised on the list.
- A place normally becomes available at an oversubscribed school only when the number of pupils allocated falls below the published admission number.
- Should a place become available at

an oversubscribed school, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.

- If you no longer wish to remain on a list, please contact the Admissions Team.
- If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at that school, nor does it mean that you should not continue to try and secure a school place elsewhere.

## Change of Address

If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area and affect the status of your application.

If you are considering a change of address you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

## Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date.

In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

## In Year Application

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

## Fair Access Protocol

All Local Authority's are required to establish a protocol for placing vulnerable children over and above the normal admission procedures.

The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements. The protocol may be applied to applications received outside of the 'normal year of entry'.

## Applications for Overseas Children

In most cases ,children arriving from overseas have the right to attend schools in England but it is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a state funded school.

Before making an application you should check that you have a right of abode or the condition of your visa permits your children to access state-funded schools.

For more information on the rights of foreign nationals to access schools in England , please go to the following DFE website



<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

## Admission to Schools for Children of UK Service Personnel

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice.

Although the local Authority is not able to reserve places for children of service personnel we will accept applications from parents moving to the City some months in advance and may allocate a school place where the school has a place available. This is dependant on the application being accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying oversubscription criteria, as long as the parents provide some evidence of their intended address.

In the absence of an address we will use a Unit or quartering address as the child's home address when considering the application, where a parent requests this.

## Statutory Appeal

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details. If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form

from;



Sheffield City Council's website;  
[www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

or by contacting the Admissions Team;



Floor 5, South  
Howden House  
Union Street



S1 2SH  
Tel: 0114 273 5790



or email to  
[schoolappeals@sheffield.gov.uk](mailto:schoolappeals@sheffield.gov.uk)

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the appeal form. It has been produced to help you understand the role of the Independent Appeal Panel. You should set out the reasons why you want your child to attend the particular school and include any supporting documentation. You should return your completed form and any supporting information to **Legal and Governance, Town Hall, Sheffield S1 2HH** or email to **[schoolappeals@sheffield.gov.uk](mailto:schoolappeals@sheffield.gov.uk)** Appeal hearings for forms received after the date advised in the letter may be subject to delay.

You will be notified in writing by Legal and Governance Services about the date when the Appeal Panel will meet to consider your application. The hearings are held via Zoom. You will be sent more information about how this works from the Appeal Team.

You have the right to attend the zoom hearing and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

**THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT.**

PLEASE NOTE: You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances.

**appeals for a school not maintained by sheffield local authority**

If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority.

Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn. Appeals that are submitted on time will normally be held between April and June 2025.

# Sheffield secondary schools

## - September 2025

For details of schools with an integrated resource for pupils with special educational needs from September 2025, See page 110.

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 5471.

Please note that all Sheffield Secondary Schools are non-selective places are not offered based on ability or aptitude in a certain subject.

3

School Details	Approximate no. in school year 2025/26	Admission limit for school year 2025/2026
<b>Astrea Academy (2-18) Sheffield (Secondary Phase)</b> Andover Street, Sheffield, S3 9BE Tel: 0114 553 9110 Email: info@astreasheffield.org Executive Principal: Mrs E Glover. Associate Principal : Mr D Boyd Age range: 11-18 (Secondary Phase) Website: astreasheffield.org	757	150

**Notes:** At the allocation date in March 2024, the school agreed to operate a temporary higher admission number in order accommodate as many preferences as possible and so places were allocated to all applicants that applied before the closing date. The information provided on 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025

<b>The Birley Academy - LEAD Academy Trust</b> Birley Lane, Sheffield, S12 3BP Tel: 239 2531 Email: enquiries@birleysecondaryacademy.co.uk Website: www.birleysecondaryacademy.co.uk Executive Headteacher - Mrs V Hall Age Range: 11-16	1,085	235
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**Notes** At the allocation date in March 2024 places were allocated to all applicants that applied before the closing date. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025.

**Bradfield School - Tapton School Academy Trust**

1,072

240  
(Y7 - Y11)

Kirk Edge Road, Worrall, S35 OAE

Tel: 286 3861

Email: enquiries@bradfield.sheffield.sch.uk

Website: www.bradfield.sheffield.sch.uk

Headteacher - Mr A May

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all applicants that applied before the closing date. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025.

**Chaucer Academy - Tapton Trust**

834

180

Wordsworth Avenue, Sheffield, S5 8NH

Tel: 232 2338

Email: enquiries@chaucer.sheffield.sch.uk

Website: www.chaucer.sheffield.sch.uk

Headteacher: Mrs J.Crewe

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all applicants that applied before the closing date. This outcome cannot be guaranteed in future. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025.

**Ecclesfield Academy - Minerva Trust**

1,644

350

Chapelton Road

Ecclesfield, Sheffield S35 9WD

Tel: 246 1156

Email: enquiries@ecclesfield-mlt.co.uk

Website: ecclesfield-school.com

Headteacher - Mr R Walkden

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all pupils that applied before the closing date. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025.

**Fir Vale Academy Trust**

Owler Lane, Sheffield, S4 8GB

Tel: 243 9391

Email: enquiries@firvale.com

Headteacher - Mrs R Smith

Age range: 11-16

912

210

**Notes** At the allocation date in March 2024 places were allocated to all applicants that applied ontime. The same pattern cannot be guaranteed for the 2025 cohort.

3

**Firth Park Academy - Academies Enterprise Trust (AET)**

1,151

240

Fircroft Avenue, Sheffield, S5 OSD

Tel: 257 6238

Email: contactus@firthparkacademy.org

Acting Principal: Mrs E Cartledge

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all applicants that applied before the closing date. The 2024 outcomes are provided as a guide only and the same outcomes cannot be guaranteed in 2025.

**Forge Valley School - Tapton Trust**

1,149

240

Wood Lane, Sheffield, S6 5HG

Tel: 234 8805, Fax: 232 4120

Email: enquiries@forgevalley.Sheffield.sch.uk

Website: www.forgevalley.school

Headteacher - Mr D Barrowclough

Age range: 11-19

(Y7-Y11)

(Y7-Y11)

80

(Y12)

**Notes** At the allocation date in March 2024 the school agreed to operate a temporary higher admission number in order to maximise parental preference. All ontime catchment, sibling, feeder and 10 other category applicants were allocated. 16 other category applicants were refused admission. A further 2 pupils were placed by the Appeal Panel. The school is expected to be oversubscribed again for 2025. This information is provided as a guide only and the same cannot be guaranteed for September 2025.

**Handsworth Grange Community Sports College  
- Minerva Trust**

1,065

205

Handsworth Grange Road, Sheffield, S13 9HJ

Tel: 269 4801

Email: enquiries@hgcsc.co.uk

Website: www.hgcsc.co.uk

Head of School - Ms S Mattock

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all catchment/sibling, catchment, sibling and 20 feeder category applicants who applied before the closing date. 5 Feeder and 70 other category applications were refused admission. The Appeal panel placed 2 additional pupils. The school is expected to be oversubscribed again in September 2025. The information on 2024 is provided as a guide only and the same outcome cannot be guaranteed.

**High Storrs - Minerva Trust**

1,244

240

High Storrs Road, Sheffield, S11 7LH

Tel: 267 0000

Email: hssenquiries@highstorrs-mlt.co.uk

Website: www.highstorrs.co.uk

Headteacher - Dr Claire Tasker

Age range: 11-19

(Y7-11)

430

120

(Y12-13)

(Y12-13)

**Notes** At the allocation date in March 2024 places were allocated to all catchment/sibling, 147 catchment applicants who applied before the closing date. 23 Catchment, 5 Sibling, 23 Feeder and 15 other category applicants were refused admission. The Appeal panel placed 3 additional pupils. The school is expected to be oversubscribed again in September 2025. The information on 2024 is provided as a guide only and the same outcome cannot be guaranteed.

**Hinde House (2-16) (Secondary Phase)**

839

180

**- Brigantia Learning Trust**

Shiregreen Lane, Sheffield, S5 6AG

Tel: 243 8486

Email: enquiries@hindehouse.net

Principal - Mr M Zia

Age range: 11-16

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number to maximise parental preference. Places were offered to ontime applications from catchment, sibling feeder and 4 other category applicants. 43 Other category applicants were refused. The Appeal Panel placed 1 additional pupil. The school is expected to be oversubscribed again in September 2025. The outcomes for 2024 were provided as a guide only and cannot be guaranteed for 2025.

**King Ecgbert Academy - Mercia Trust**

Totley Brook Road, Sheffield, S17 3QU

Tel: 235 3855

Email: enquiries@ecgbert.sheffield.sch.uk

Website: www.ecgberts.sheffield.sch.uk

Headteacher - Mr P Haigh

Age range: 11-19

1038

(Y7-11)

240

320

(Y12-13)

100

(Y12-13)

**Notes** At the allocation date in March 2024 places were allocated to all ontime catchment, sibling, feeder and 19 other category applicants. 5 other category applications were refused. The Appeal Panel did not place any additional children. The school is expected to be oversubscribed again in September 2025. The outcomes for 2024 were provided as a guide only and cannot be guaranteed again for 2025.

**King Edward VII**

Age range: 11-19

Headteacher - Linda Gooden

**Upper School**

Glossop Road, Sheffield, S10 2PW

Tel: 266 2518

Email: office@kes.sheffield.sch.uk

Website: www.kes.sheffield.sch.uk

**Lower School**

Darwin Lane, Sheffield, S10 5RG

Tel: 268 2477

Email: office@kes.sheffield.sch.uk

Website: www.kes.sheffield.sch.uk

1,121

(Y7-11)

230

627

(Y12-13)

200

(Y12-13)

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission limit to maximise parental preference. Places were allocated to all catchment, sibling feeder and 29 other category applicants that applied ontime. 35 other category applicants were refused. The Appeal Panel did not place any additional children. The school is expected to be oversubscribed again in September 2025. The outcomes for 2024 are provided as a guide only and cannot be guaranteed again for 2025.

<i>School Details</i>	<i>Approximate no. in school year 2025/26</i>	<i>Admission limit for school year 2025/2026</i>
<b>Meadowhead School Academy (Trust)</b> Dyche Lane, Sheffield, S8 8BR Tel: 237 2723 Email: enquiries@meadowhead.sheffield.sch.uk Headteacher - Mrs K Grewal-Joy Age range: 11-19 Website: www.meadowhead.sheffield.sch.uk	1,648 (Y7-11)	330 (Y7-11)
Email: enquiries@meadowhead.sheffield.sch.uk Headteacher - Mrs K Grewal-Joy Age range: 11-19 Website: www.meadowhead.sheffield.sch.uk	212 (Y12-13)	100 (Y12-13)

**Notes** At the allocation date in March 2024 places were allocated to all ontime applications. The school is traditionally oversubscribed and this is expected to be the case for September 2025.

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<b>Mercia School - Mercia Trust</b> Carterknowle Road, S7 2DY Tel: 0114 5539080 Email: enquiries@merciaschool.com Website: www.merciaschool.com Headteacher - Mr D Webster Age range: 11-19	731	180
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**Notes** At the allocation date in March 2024, the school agreed to operate a higher admission number to maximise parental preference. Places were allocated to all Catchment/sibling and 92 Catchment ontime applicants. 137 Catchment, 1 Sibling, 16 Feeder and 27 Other category applicants were refused. At the time of writing, appeals have not been held. The Appeal Panel placed 3 additional pupils. The school is expected to be oversubscribed again for September 2025. The outcomes for 2024 are provided as a guide only.

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<b>Newfield Academy - Mercia Trust</b> Lees Hall Road, Sheffield, S8 9JP Tel: 255 7331 Email: enquiries@newfield.sheffield.sch.uk Website: www.newfield.sheffield.sch.uk Headteacher - Mrs E Anderson Age range: 11-16	1036	210
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**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number to maximise parental preference. Places were allocated to Catchment, Sibling and 10 Feeder ontime applicants. 22 Feeder and 18 Other category applicants were refused admission. The Appeal Panel placed 3 additional pupils. The school is expected to be oversubscribed again for September 2025. The outcomes for 2024 are provided as a guide only.



School Details	Approximate no. in school year 2025/26	Admission limit for school year 2025/2026
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**Oasis Don Valley (Secondary Phase) - Oasis Trust**

602

150

Leeds Road, S9 3TY

Tel: 0114 2200 400

Email: info@oasisdonvalley.org

Principal: Mrs R Cruise

Age range: 2+ - 16+

Website: www.oasisdonvalley.org

**Notes** At the allocation date in March 2024 places were allocated to all catchment/sibling and 46 Catchment that applied ontime. 31 Catchment, 3 sibling, 3 feeder and 18 Other category applicants were refused. The Appeal Panel placed 4 additional pupils. The school is expected to be oversubscribed again for September 2025. The outcomes for 2024 are provided as a guide only.




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**Outwood Academy City - Outwood Trust**

1,129

240

Stradbroke Road, Sheffield, S13 8SS

Tel: 235 8120,

Email: enquiries@city.outwood.com

Website: www.city.outwood.com

Executive Principal - Ms E Rosaman

Age range: 11-16

**Notes** At the allocation date in March 2024 all ontime applicants were allocated a place. The same outcomes cannot be guaranteed for September 2025.

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**Parkwood Academy - E-Act Trust**

776

180

Longley Avenue West, Sheffield, S5 8UL

Tel: 0114 2310221

Email: info@parkwoodacademy.org.uk

Principal - Ms G Cottingham

Age range: 11-16

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number. Places were allocated to categories 1-7 applicants who applied ontime and 35 category 8 children. 6 Category 8 children were refused admission. The Appeal Panel placed 1 additional child. The information provided on the 2024 outcomes cannot be guaranteed in 2025.

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School Details	Approximate no. in school year 2025/26	Admission limit for school year 2025/2026
<b>Sheffield Park Academy - United Learning Trust</b>	1,013	210
Beaumont Road North, Sheffield, S2 1SN	(Y7-11)	(Y7-11)
Tel: 239 2661		
Email: info@sheffieldparkacademy.org	160	20
Principal - Mr R Freeman	(Y12-13)	(Y12-13)
Age range: 11-19		

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number. Places were allocated to all Catchment, Sibling Feeder and 13 Other category applicants that applied before the closing date. 6 Other category applicants were refused. The school is expected to be oversubscribed again for September 2025. The Appeal Panel did not place any additional children. The outcomes for 2024 are provided as a guide only.

<b>Sheffield Springs Academy - United Learning Trust</b>	964	210
Hurlfield Road, Sheffield, S12 2SF	(Y7-11)	(Y7-11)
Tel: 239 2631		
Email: enquiries@sheffieldsprings.org		
Executive Principal- Ms C Cartledge		
Age range: 11-19		

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number. Places were allocated to all pupils who applied before the closing date. The information provided on the 2024 outcomes cannot be guaranteed in 2025.

<b>Silverdale Academy - Chorus Education Trust</b>	1,032	240*
Bents Crescent, Sheffield, S11 9QH	(Y7-11)	(Y7-11)
Tel: 236 9991		
Email: enquiries@silverdale.chorustrust.org	464	120 external stu
Website: www.silverdale.chorustrust.org	(Y12-13)	(Y12)
Headteacher - Mrs S Sims		
Age range: 11-19		

**Notes** At the allocation date in March 2024 places were allocated to all catchment, Sibling, Feeder and 39 Other category applicants that applied before the closing date. 34 Other applicants were refused. The Appeal Panel placed 2 additional children. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed for 2025.

School Details	Approximate no. in school year 2025/26	Admission limit for school year 2025/2026
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**Stocksbridge High - Minerva Trust**

773 180

Shay House Lane, Sheffield, S36 1FD  
 Tel: 288 3153/3410  
 Email: enquiries@stocksbridge-mlt.co.uk  
 Headteacher - Mr A Ireland  
 Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all applicants who applied by the closing date. The information provided on the 2024 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2025.

**Tapton Academy - Tapton Trust**

1,448 256  
 (Y7-11) (Y7-11)  
 409 120  
 (Y12-13) (Y12-13)

Darwin Lane, Sheffield, S10 5RG  
 Tel: 267 1414  
 Email: enquiries@taptonschool.co.uk  
 Website: www.taptonschool.co.uk  
 Headteacher - Ms K Rhodes  
 Age range: 11-19

**Notes** At the allocation date in March 2024 the school agreed to operate a higher admission number. Places were allocated to all Catchment, Sibling and 7 Feeder ontime applicants. 13 Feeder and 78 Other category applicants were refused. The Appeal Panel placed 3 additional pupils. The school is expected to be oversubscribed again for September 2025. The 2024 outcomes are provided as a guide only.

**Westfield School (Trust) - Chorus Education Trust**

1,344 270

Eckington Road, Sothall, Sheffield, S20 1HQ  
 Tel: 248 5221, Fax: 247 0779  
 Email: enquiries@westfield.chorustrust.org  
 Website: www.westfield.chorustrust.org  
 Executive Headteacher - Mr J Birkbeck  
 Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all Catchment and 1 Sibling ontime applicants. 6 Sibling, 28 Feeder and 21 Other category applicants were refused. The Appeal Panel placed 5 additional pupils. The school is expected to be oversubscribed again for September 2025. The 2024 outcomes are provided as a guide only.

School Details	Approximate no. in school year 2025/26	Admission limit for school year 2025/2026
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**Yewlands Academy - Brigantia Learning Trust**

901

180

Creswick Lane, Sheffield, S35 8NN

Tel: 232 9010, Fax: 232 9011

Email: [yewlandsenquiries@yewlandsacademy.org](mailto:yewlandsenquiries@yewlandsacademy.org)

Principal - Mr M Clempson

Age range: 11-16

**Notes** At the allocation date in March 2024 places were allocated to all Catchment, Sibling and 22 Feeder ontime applicants. 2 Feeder and 25 Other category applicants were refused. The Appeal Panel placed 3 additional pupils. The school is expected to be oversubscribed again for September 2025. The 2024 outcomes are provided as a guide only.



# Feeder Schools

Below is an alphabetical list of community primary schools in Sheffield and the secondary school to which it has designated feeder status. Please refer to page 9 of this booklet for information

about how feeder schools are used in Sheffield Authority's oversubscription criteria, for community secondary schools.

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Linked Secondary School</i>
Abbeyfield	242 0109	Orphanage Road, S3 9AN	FIR VALE & ASTREA
Abbey Lane Primary	274 5054	Abbey Lane, S8 0BN	MEADOWHEAD & MERCIA
Acres Hill Primary	244 1512	Mather Road, S9 4GQ	PARK ACADEMY
Angram Bank Primary	284 8553	Kinsey Road, S35 4HN	ECCLESFIELD
Anns Grove Primary	255 0398	Anns Road, S2 3DJ	NEWFIELD & MERCIA
Arbourthorne	239 8163	Eastern Avenue, S2 2GQ	SPRINGS ACADEMY
Astrea Academy Primary Phase	553 9110	Andover Street, S3 9BE	ASTREA SECONDARY PHASE
Athelstan IJ	269 2301	Richmond Park Drive, S13 8HH	HANDSWORTH GRANGE
Ballifield NIJ	269 7557	Handsworth Grange Rd, S13 9HH	HANDSWORTH GRANGE
Bankwood IJ	239 6711	Bankwood Close, S14 1LW	SPRING ACADEMY & NEWFIELD & MERCIA
Beck NIJ	246 7536	Beck Road, S5 0GG	FIRTH PARK
Birley IJ	239 9002	Hayfield Crescent, S12 4XF	BIRLEY
Birley Spa NIJ	239 9106	Jerym Crescent, S12 4QE	BIRLEY
Bradfield Dungworth IJ	285 1338	Dungworth, S6 6HE	BRADFIELD
Bradway IJ	236 3723	Bradway Drive, S17 4PD	MEADOWHEAD & MERCIA
Brook House J	248 7754	School Road, S20 6EG	WESTFIELD
Brunswick NIJ	269 5315	Station Road, S13 7RB	HANDSWORTH GRANGE
Byron Wood NIJ	272 3624	Earldon Road, S4 7EJ	PART FIR VALE & PART PARKWOOD ACADEMY & ASTREA
Carfield NIJ	255 7534	Argyle Road, S8 9HJ	NEWFIELD & MERCIA
Carterknowle J	255 2347	Carterknowle Road, S7 2DY	HIGH STORRS/KING ECGBERT & MERCIA
Charnock Hall IJ	239 6083	Carterhall Road, S12 3HS	BIRLEY
Clifford All Saints C of E Pimary	266 2977	108 Psalter Lane S11 8YU & Ringinglow Rd, S11 7PQ	HIGH STORRS, MERCIA, SILVERDALE

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Linked Secondary School</i>
Coit IJ	246 8710	Park Avenue, S35 1WH	ECCLESFIELD
Concord J	249 5050	Fife Street, S9 1NR	HINDE HOUSE
Deepcar St Johns CE J	288 3878	St. Margaret Avenue, S36 2TE	STOCKSBRIDGE
Dobcroft J	236 8075	Pringle Road, S7 2LN	SILVERDALE & MERCIA
Dore IJ	236 8690	Furniss Avenue, S17 3QP	KING ECBERT & MERCIA
E-Act Pathways Academy	231 0044	Raisen Hall Road, S5 7NA	PARKWOOD ACADEMY
Ecclesall CE J	236 1992	Ringinglow Road, S11 7PQ	HIGH STORRS & SILVERDALE & MERCIA
Ecclesfield IJ	246 7396	High Street, S35 9UD	ECCLESFIELD
Emmanuel CE J	248 3048	Thorpe Drive, S20 7JU	WESTFIELD
Emmaus Catholic & CE IJ	276 6474	Manor Oaks Road, S2 5FT	SPRINGS ACADEMY & ALL SAINTS
Fox Hill NIJ	231 3469	Keats Road, S6 1AZ	YEWLANDS
Gleadless NIJ	239 9705	Hollinsend Road, S12 2EJ	SPRINGS ACADEMY
Greengate Lane NIJ	284 8322	Greengate Lane, S35 3GT	ECCLESFIELD
Greenhill IJ	237 7080	Greenhill Main Road, S8 7RA	MEADOWHEAD & MERCIA
Grenoside IJ	246 7380	Norfolk Hill, S35 8QB	YEWLANDS
Greystones IJ	266 3413	Tullibardine Road, S11 7GL	HIGH STORRS & MERCIA
Halfway J	248 2629	Halfway Centre, S20 4TA	WESTFIELD
Hallam IJ	230 4430	Hallam Grange Crescent, S10 4BD	TAPTON, MERCIA & KING EDWARD VII
Hartley Brook NIJ	245 6882	Hartley Brook Road, S5 0JF	FIRTH PARK
Hatfield IJ	245 6871	Hatfield House Lane, S5 6HY	FIRTH PARK
High Green IJ	284 8264	Wortley Road, S35 4LU	ECCLESFIELD
High Hazels	244 2189	Fisher Lane, S9 4RP	PARK ACADEMY/OASIS DON VALLEY ACADEMY
Hillsborough NIJ	234 7898	Parkside Road, S6 2AA	CHAUCER & PARKWOOD ACADEMY
Hinde House	242 6874	Bracken Road, S5 6FH	HINDE HOUSE
Hucklow IJ	242 6736	Hucklow Road, S5 6TB	FIRTH PARK/FIR VALE/HINDE HOUSE
Hunters Bar J	266 0547	Sharrow Vale Road, S11 8ZG	HIGH STORRS & MERCIA
Intake IJ	239 9824	Mansfield Road, S12 2AS	OUTWOOD ACADEMY CITY
Limpsfield J	243 0925	Jenkin Avenue, S9 1AN	HINDE HOUSE
Lound J	246 2181	Loundside, S35 2UT	ECCLESFIELD
Lowedges NIJ	237 2196	Lowedges Road, S8 7JG	MEADOWHEAD & MERCIA
Lower Meadow NIJ	237 2700	Batemoor Road, S8 8EE	MEADOWHEAD & MERCIA

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Linked Secondary School</i>
Lowfield IJ	255 2501	London Road, S2 4NJ	KING ECGBERT & MERCIA
Loxley IJ	234 4510	Rodney Hill, S6 6SG	BRADFIELD
Lydgate J	266 9500	Manchester Road, S10 5DP	KING EDWARD & TAPTON & MERCIA
Malin Bridge IJ	234 1379	Norris Road, S6 4RH	FORGE VALLEY
Manor Lodge IJ	272 5054	Manor Lane, S2 1TR	SPRINGS & PARK ACADEMIES
Mansel NIJ	232 1278	Mansel Crescent, S5 9QS	YEWLANDS
Marcliffe IJ	234 4329	Marcliffe Road, S6 4AJ	FORGE VALLEY
Meersbrook Bank NIJ	255 0491	Derbyshire Lane, S8 9EH	NEWFIELD & MERCIA
Meynell NIJ	231 1425	Meynell Road, S5 8GN	CHAUCER
Monteney NIJ	246 7916	Monteney Crescent, S5 9DN	YEWLANDS
Mosborough IJ	248 6211	New School Road, S20 5ES	WESTFIELD
Mundella IJ	255 1348	Mundella Place, S8 8SJ	NEWFIELD & MERCIA
Nether Green J	230 2461	Fulwood Road, S10 3QA	KING EDWARD & HIGH STORRS & MERCIA
Netherthorpe NIJ	272 6834	Netherthorpe Street, S3 7JA	TAPTON & MERCIA
Nook Lane J	234 1097	Nook Lane, S6 6BN	BRADFIELD
Norfolk NIJ	250 2760	Guildford Avenue, S2 2PJ	SPRINGS ACADEMY
Norton Free CE IJ	274 5873	Matthews Lane, S8 8JS	MEADOWHEAD & NEWFIELD & MERCIA
Oasis Don Valley	220 0400	Leeds Road, S9 3TY	OASIS DON VALLEY
Oasis Academy Watermead	201 6800	Barrie Crescent	PARKWOOD
Oasis Academy Fir Vale	201 2300	Skinnerthorpe Road	FIR VALE
Oughtibridge IJ	286 3167	Naylor Road, S35 0HG	BRADFIELD
Owler Brook	243 8611	Wensley Street, S4 8HQ	FIR VALE
Parson Cross CE IJ	231 3956	Halifax Road, S6 1LB	CHAUCER
Phillimore NIJ	249 4036	Phillimore Road, S9 5EF	HINDE HOUSE & SHEFFIELD PARK ACADEMY/ OASIS DON VALLEY
Pipworth NIJ	239 1078	Pipworth Road, S2 1AA	PARK ACADEMY
Porter Croft CE IJ	266 2132	Pomona Street, S11 8JN	HIGH STORRS/MERCIA
Prince Edward NIJ	228 1900	City Road, S12 2AA	SPRINGS ACADEMY
Pye Bank CE NIJ	276 0472	Andover Street West, S3 9EF	PARKWOOD ACADEMY & ASTREA
Rainbow Forge NIJ	248 7342	Beighton Road, S12 4LQ	BIRLEY & WESTFIELD
Reignhead NIJ	247 5767	Platts Drive, S20 1FD	WESTFIELD

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Linked Secondary School</i>
Rivelin NIJ	234 1304	Money Street, S6 2PL	FORGE VALLEY
Sharrow NIJ	255 1704	Southview Road, S7 1DB	KING EDWARD VII / SILVERDALE / HIGH STORRS / KING ECGBERT & MERCIA
Shortbrook IJ	248 2497	Westfield Northway, S20 8FB	WESTFIELD
Shooters Grove NIJ	234 2268	Wood Lane, S6 5HN	FORGE VALLEY
Southey Green J	232 6879	Crowder Avenue, S5 8DN	CHAUCER
Springfield NIJ	272 3455	Broomspring Lane, S10 2FA	SILVERDALE & MERCIA
St Marys CE NIJ	234 4461	Cundy Street, S6 2WJ	KING EDWARD/FORGE VALLEY & MERCIA
Stocksbridge J	288 2221	Cedar Road, S36 1AS	STOCKSBRIDGE
Stradbroke NIJ	239 9320	Richmond Road, S13 8LT	OUTWOOD ACADEMY CITY
Nether Edge	255 0926	Glen Road, S7 1RR	HIGH STORRS/KING ECGBERT & MERCIA
Tinsley Meadows	244 0915	Bawtry Road, S9 1WB	HINDE HOUSE/OASIS DON VALLEY
Totley All Saints CE IJ	236 1934	Hillfoot Road, S17 4AP	KING ECGBERT & MERCIA
Totley IJ	236 4482	Sunnyvale Road, S17 4FB	KING ECGBERT & MERCIA
Walkley NIJ	234 0550	Burnaby Crescent, S6 2TS	KING EDWARD & FORGE VALLEY & MERCIA
Watercliffe Meadows NIJ	2326603	Shirecliffe Road, S5 8XJ	PARKWOOD ACADEMY
Westways NIJ	266 2471	Mona Avenue, S10 7HG	KING EDWARD & MERCIA
Wharncliffe Side NIJ	286 2379	Brightholmelee Lane, S35 0DD	BRADFIELD
Whiteways Primary	242 3169	Whiteways Road, S4 8EX	FIR VALE
Windmill Hill	246 8550	Ash View, S35 1ZD	ECCLESFIELD
Wisewood IJ	234 3304	Ben Lane, S6 4BH	FORGE VALLEY
Woodhouse West NIJ	269 2602	Sheffield Road, S13 7BP	OUTWOOD ACADEMY CITY
Woodlands Primary	239 6464	Norton Avenue, S14 1SL	SPRINGS ACADEMY & NEWFIELD & MERCIA
Woodseats NIJ	255 4619	Chesterfield Road, S8 0SB	MEADOWHEAD & MERCIA
Woodthorpe NIJ	239 9167	Woodthorpe Road, S13 8DA	OUTWOOD ACADEMY CITY
Wybourn IJ	272 1988	Manor Oaks Road, S2 5ED	PARK ACADEMY

### **OWN ADMISSION AUTHORITY SCHOOLS - ADMISSION ARRANGEMENTS**

The following pages contain the Admission Arrangements for schools that are their own Admission Authority and operate different criteria to the other schools in Sheffield.



# Astrea Academy Sheffield - Admission Policy

## 2025/26

3

### 1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

### 2. Published Admission Numbers

The School has admission numbers of:

- 30 for entry into the Reception year
- 150 for entry into Year 7
- 100 for total entry into Year 12, of which at least 10 are guaranteed for external applicants, but more will be admitted where the number of Year 11s automatically progressing from the school is less than 90.

The School will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Trust will offer places at the school to all those who have applied. For entry to Year 12, this is subject to achieving the entry requirements, which will be the same for internal and external applicants.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary, and the Trust is entitled to limit the indicative admission number to a lower number where there are clear grounds to do so.

### 3. Primary and Secondary Application Process and Timeline

Normal Round (for entry into Reception and Year 7 in September)

- Applications made during the main round for a place at the school are administered through Sheffield City Council (“the LA”). Parents resident in Sheffield can apply online at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

- Parents in other LA areas must apply through their home LA.
- The LA’s timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is 15th January, the year that your child will start school.
- Reception place offers will be made by the LA, on behalf of the school, on 16th April or the next working day.
- The deadline for an application for a place in Year 7 is 31st October in the year before your child will start school.
- Year 7 offers will be made by the LA on behalf of the school, on 1st March or the next working day.

### 4. Nursery Admission

- There are a number of places available for children in the school nursery - see school website for further information.
- The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.
- Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

### 5. Sixth Form Admissions:

- The School also accepts admissions to Year 12, subject to the criteria published on the sixth form’s website each year.

- The deadline for an application for a place in Year 12 is 13th January in the year before the scholar will begin post-16 studies.

## 6. In Year admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 8 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

## 7. Oversubscription criteria – Reception and Year7 (and Years 1-6 and Years 8-11 for in- year admissions)

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan (EHCP) which name the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- a) Looked After Children** 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.<sup>1</sup>
- b) Catchment Area Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the academy on the day of admission. A ‘sibling’ is a brother,

sister, half-brother, half-sister, stepbrother, or stepsister who is ordinarily resident at the same address as the child for whom the application is being made.

- c) Children of school-based staff** who have worked for the Trust for at least two years, or who have been recruited to fill a skills shortage post, as determined by the Principal.
- d) Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area but will not have a sibling at the school at the point of admission.
- e) Other Siblings** - Children who normally reside with a parent or person with parental responsibility and who will have a brother or sister at the academy on the day of admission. A ‘sibling’ is a brother, sister, half-brother, half-sister, stepbrother, or stepsister who is ordinarily resident at the same address as the child for whom the application is being made.
- f) Contributory Feeder School (Secondary Only)** Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next. The designated linked feeder primary schools for Astrea Academy Sheffield are:

Astrea Academy Sheffield Primary Phase

Byron Wood Primary School

Abbeyfield Primary School

Pye Bank CE Primary School

### <sup>1</sup> Children who are Looked After Children and all previously Looked After Children

A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements orders’ are defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**g) Straight Line Distance** – remaining applications will be prioritised in accordance with the straight-line distance between their home address and the front entrance of the stage of the school to which the application is made.

## 8. Tie-break

If the places available for allocation are filled part-way through any of the above categories, there are two further stages for consideration:

### A. Exceptional medical, social, or special educational needs

Where exceptional medical, social, or special educational needs are demonstrated and supported by a professional (e.g. medical specialist or social worker), an application may be prioritised by the Trust but only within its admission category. It is the parent's/ applicant's responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Trust to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school. Applications will only be submitted to the Trust for further consideration if they are accompanied by supporting evidence.

### B. Random allocation

Where the last place could be allocated to a number of children living equidistant from the school and no medical, social, or special educational needs apply, the determination of the single offer will be made by random allocation, which will be managed by the LA.

## 9. False Information

Any place offered on the basis of a

fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

## 10. Notes

**a) Home address** - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. The School will follow the policy used by the LA.

**b) Multiple births (twins, etc.)** - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

**c) Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## 11. Late applications

All applications received after the deadline will be treated in accordance with the LA's policy on late applications.

## 12. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **13. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)**

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process, clause 6. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group.

The School will take into account the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

### **14. Waiting lists**

The School will operate a waiting list for each year group. This will be maintained by the LA unless it is agreed that the LA will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available – will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 6.

The Reception entry waiting list will be open for the full academic year. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to be considered for entry to Year 1 will be required to apply afresh, see clause 6.

The Year 7 entry waiting list will be open until September. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. The LA will ask parents in September if they would like their child's name to remain on the year 7 waiting list until the end of the academic year. Parents who would like their child to be considered for entry to Year 8 will be required to apply afresh, see clause 6.

## 15. Oversubscription criteria – Year 12 (and Year 13 for in-year admissions)

The minimum academic requirements for entry to the sixth form are:

Obtaining five GCSEs at Grade '5' or above, or the equivalent, including in English and mathematics.

Achieving the necessary entry criteria for the candidate's chosen subjects as below.

	Subject	English Language	Maths	Relevant Subject	Notes/Other Requirements
Stem	Mathematics	5	7		
	Physics	6	7	7 or above in Physics or Trilogy	
	Chemistry	6	6	7 or above in Chemistry or Trilogy	
	Biology	6	6	7 or above in Biology or Trilogy	
	Computer science	6	6		
Hums & arts	English Literature	6	5	6 or above in English Literature	
	History	6	5	6 or above in History/Classics	
	Geography	6	5	6 or above in Geography/Geology	
	Spanish	5	5	6 or above in Spanish	
Social science	Psychology	6	6		6 or above in Biology/Trilogy
	Sociology	6	5		
	Economics	6	6		
Other	EPQ				

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The School will publish on its website the subject groups and the relevant qualifications for each subject. The offer of a subject is dependent on a sufficient number of applications made and offers of a place accepted; the school may withdraw a subject if there are insufficient scholars to sustain the course.

Where a candidate achieves five GCSEs at Grade '5' or above (or the equivalent) but does not achieve the required grade in a relevant subject, he or she will be eligible to re-apply for another subject in place of the original subject option.

### Oversubscription by scholars who have met the entry requirements:

Oversubscription criteria 1-5 and 7 – see clause 7, will apply where the sixth form is oversubscribed by scholars who have met the minimum academic requirements at GCSE or equivalent.

### Oversubscription by scholars who have not met the entry requirements:

The School may admit scholars to the sixth form who have not met the minimum academic requirements if there are places available once places have been offered to those who have met the requirements. Scholars from the secondary stage and external applicants will be treated the same.

Scholars who have not met the minimum requirements will be prioritised in accordance with the following oversubscription criteria. Reference to GCSEs and grades will also be taken to mean the equivalent in non-GCSE qualifications.

Subject to minimum points score, candidates will be ranked using the average points score (APS) of their best eight GCSEs, this is the mean average of their best eight GCSE grades.

## **16. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.

## **17. Fair Access Protocol**

The School will participate in the LA Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.

# Firth Park Academy

## Admission Arrangements for 2025-26

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Academies Enterprise Trust (AET) is the Admission Authority for the Academy.

Firth Park Academy has a Published Admission Number (PAN) of 240 for entry into Year 7. The Academy will accordingly admit 240 pupils to Year 7 if sufficient applications are received. All applicants will be admitted if 240 or fewer apply.

If there are more than 240 applications, and the Academy is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the Academy have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out in the priority order below.

### Oversubscription criteria

1. Looked after children and previously looked after children.
2. Children resident in the catchment area with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
3. Children resident in the catchment area.
4. Children with a sibling (brother or sister) who will still be on roll at the Academy at the time of admission.
5. Children attending one of the following feeder schools:  
Hatfield Primary Academy, Beck Primary School and Hartley Brook Primary School and Hucklow Primary School.
6. Distance - children resident closest to the Academy.

See definitions below

**Tie breaker:** Where two or more applicants have equal priority for the last available place (except for twins and children from multiple births) the final tie-breaker will be random allocation, which will be independently verified. N.B. Should the PAN be reached in

any criterion before the final oversubscription criterion, then distance will be used to prioritise applicants, with those resident closest to the school receiving the higher priority.

### Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the Academy. In such circumstances the PAN would be exceeded.

### Waiting list

If the Academy receives more applications than there are places available, a waiting list will be maintained by the Academy until the last school day of the summer term. Places from the waiting list will be offered in the order set out in the oversubscription criteria and not in the order that the applications were received. After each added child, the list will be ranked again in line with the published oversubscription criteria ( see Academy website for further details).

The Academy works in accordance with the Fair Access Protocol held by the Local Authority (Sheffield City Council); should a vulnerable child within the protocol require a place at the Academy, they will take precedence over any child on the waiting list.

### Late applications

Applications received after the published closing date are late applications and will be dealt with in accordance with the co-ordinated admission scheme operated by the child's Local Authority. The Local Authority processes late applications after those applicants who applied on time unless there are exceptional reasons for the application not being received on time.

You are encouraged to ensure that your application is received on time (see Apply for a school place (sheffield.gov.uk))

### **In-Year Admissions**

In-year admissions are applications made outside the normal round of admissions. The Local Authority coordinates in-year admissions for all schools in Sheffield. The In-Year application form and further information about the process is available on the Local Authority's website Apply for a school place (sheffield.gov.uk) .

### **Admission outside the normal age group**

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Parents do not have the right to insist that their child is admitted to a particular year group. The Academy will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority or a school place. At the same time, parents should also write to the Principal at the address below to request admission out of the normal age group. Parents 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. The decision made by AET will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, AET will consider the views of the Principal.

The Academy can be contacted at the following address:

The Principal  
Firth Park Academy  
Fircroft Avenue  
Sheffield  
S5 0SD

Tel: 0114 2576238  
Fax: 01142 576239

## **Appeals**

Parents have a right to appeal the decision of the admission authority, AET, to refuse their child a place at the Academy. AET delegates the administration of appeals to the Academy. Parents who wish to appeal the decision of the admission authority to refuse their child a place at the Academy may apply in writing to the Academy at the address above. Parents have at least 20 school days from the date of their refusal letter to submit their written appeal and should explain clearly the reason(s) for their appeal. Appeals will be heard by an independent panel and will normally be held within 30 - 40 school days of the closing date for receiving the notice of appeal.

### **Some Definitions**

#### **Looked after children**

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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) at the time of making an application to a school.

**A previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the Academy to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.



**An adoption order** is an order under Section 46 of the Adoption and Children Act 2002. A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

Section 14A of the Children Act 1989 defines a **special guardianship order** as an order which appoints one or more individuals to be a child's special guardian(s).

### **Resident**

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the academy will follow the process used by the Local Authority (see Apply for a school place (sheffield.gov.uk) . Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the Academy will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The Academy will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The Academy will use a Unit or quartering address as the home address where requested.

### **Catchment area**

The catchment area finder on the Local Authority's website uses the postcode of the applicant's home: <https://www.sheffield.gov.uk/home/schools-childcare/school-catchment-checker>

### **Sibling (brother or sister)**

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner living in the same family unit in the same family household and address who attends the Academy. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

### **Distance**

The distance measure between the applicant's home and the Academy is provided by the Local Authority. The Local Authority's measuring system uses the straight line distance from the centre of the home to the centre of the school building.

These arrangements were determined on 9 February 2024.

# Meadowhead School Academy Trust Admission Policy for 2025-26

## Meadowhead School is a Foundation School and a member of the Meadowhead Community Learning Trust

3

### 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

### 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

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

### 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.

**Looked after children** are children who, at the time of making an application to a school, are:

- > In the care of a local authority, or
- > Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** 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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

As an Academy, Meadowhead School is its own admission authority. However, the school has chosen to retain the Local Authority's admission arrangements, and applications for admission are handled by the Secondary Admissions Team at Sheffield City Council.

For applications in the normal admissions round you should use the application form provided by your **home local authority** (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.

### 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.

You can ask for your child to be educated with a different age group. This could be because they are gifted and talented or have experienced problems such as ill-health.

If your child already attends school, you can ask the Headteacher about this. If your child is not yet on a school roll, please contact the Local Authority for information and advice.

Decisions on requests for admission outside the normal age group will be made on the basis of 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 Headteacher'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 on the basis of 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 of 340 pupils for entry in Year 7 for the academic year 2025-2026.

The closing date for returning application forms to the Local Authority for Year 7 admission is 31st October 2024, or 13th October 2024 for online applications.

On 1st March 2025, parents of Year 7 students joining secondary schools in 2025 will be informed of their single allocated school place.

### 6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name 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, the Local Authority will allocate places 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.
2. Pupils living in the catchment area, with a sibling\* who is already attending Meadowhead School, and will still be on roll when the Y6 pupil transfers to Meadowhead School.
3. Pupils living in the catchment area and currently attending a Feeder Primary School. The named feeder schools are:
  - Abbey Lane
  - Bradway Primary
  - Greenhill Primary
  - Lowedges Primary

- Lower Meadow Primary
- Norton Free
- Woodseats Primary

4. Pupils living in the catchment area only.

5. Children who do not live in the catchment area who will have siblings\* attending the school on the day of admission

6. Children who do not live in the catchment area but attend a designated Feeder Primary School.

7. All other applications

\*A child will only be afforded 'sibling' status if the older sibling has attended the school prior to Sixth Form.

### 6.3 Tie break

A pupil may be prioritized within their admission category if they provide third party evidence in support of their application and the circumstances are deemed to be exceptional by the Admission Committee.

In the case of 2 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 tie breaker 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 Dyche Lane.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### 6.4 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) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

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. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

### 6.5 Fair Access Protocol

We participate in Sheffield City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

### 7. In-year admissions

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 are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one 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.

As an Academy, Meadowhead School is its own admission authority. However, the school has chosen to work with the Local Authority in-year coordinated admission processes, and applications for in-year admissions are handled by the Secondary Admissions Team at Sheffield City Council.

Application forms for in-year admissions are available on request from the school and should be sent to the following address:

Sheffield City Council School Admissions

Admissions  
Floor 5, West Wing  
Moorfoot  
S1 4PE

Tel: 0114 2735766

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

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

## 8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. You have the right of appeal to an Independent Appeal Panel (IAP), which is managed by Sheffield City Council on behalf of Meadowhead School.

If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Sheffield City Council School Admissions

Admissions  
Floor 5, West Wing  
Moorfoot  
S1 4PE

Tel: 0114 2735766

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

You can download appeals guidance, details of the school appeals timetable and relevant forms using the following link:

[Oversubscribed schools and appeals \(sheffield.gov.uk\)](https://www.sheffield.gov.uk)

## 9. Monitoring arrangements

This policy will be reviewed and approved by the 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 board 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.

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# Outwood Academy

## City Admissions Policy 2025/26

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The admission authority for Outwood Academies is Outwood Grange Academies Trust. The admission number has been determined for 2025/26 as:

Outwood Academy City 240

### Admission Numbers

School admission numbers are set with regard to the physical capacity of the school.

The admission number will apply to the relevant intake year only. (Y7 for secondary schools). The admission number will remain the same for the relevant year group throughout the progression of the year group through the school.

### Oversubscription Criteria

#### Special educational needs

Any child that has an Education Health Care Plan or a statement for SEN that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Outwood Academy City. These criteria have been consulted upon and approved by the Admission Authority.

- 1 Children in Care (previously In Care)  
Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.
2. Catchment Area with Sibling  
Children who live in the catchment area at the latest date for receiving applications and who will have a

sibling attending the preferred school in September 2025 will be prioritised above other catchment applicants.

3. Catchment Area  
Children living in the catchment area for the preferred school that will not have a sibling attending, will be considered next. The Authority does prioritise catchment area residents, however places are not guaranteed.
4. Brothers or sisters (siblings) of children refused a place at their Sheffield catchment school  
In circumstances where parents have applied on time for but been refused a place at their catchment school for older siblings and allocated a place at a non catchment school, any younger sibling will be afforded priority sibling status. This will only apply where allocated a preference ranked lower than the catchment school or allocated the nearest available school.
5. Brothers or sisters (siblings)  
Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated. A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there.

A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or stepsister (including half brothers/sisters) and in both cases will attend the preferred school at the time of entry.

Where places are obtained under

this category, parents and carers must note that places cannot be guaranteed in future years for younger children.

#### 6. Designated feeder school

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated. Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at the linked secondary school than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please see the Local Authority's Admissions website or contact Secondary Admissions on 273 5790.

#### 7. Other applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

### **Tie breakers**

For any admission category that is oversubscribed there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application may be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC may prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if

you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply on line or over the telephone you can send any additional evidence by post

- If there are no exceptional circumstances, all applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

### **Twins and Multiple Births**

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number. The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

### **Children living equal distances from the School**

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

Please contact the Admission Team (Tel: 273 5790) if you have any queries about how you fit into the above categories.

### **Admissions Committee (AC)**

Applications will be considered against the oversubscription criteria described above where applications exceed the published admission number. Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is

satisfied that circumstances are exceptional. It should be noted that where medical needs are given as a reason for applying for a particular school, the medical needs must relate to the child, not the parent. If supporting information is not provided from a professional then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date). The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council. The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

### Online Admissions

Save Time Apply Online at [www.sheffield.gov.uk/home/schoolschildcare/apply-school-place](http://www.sheffield.gov.uk/home/schoolschildcare/apply-school-place)

You may apply online for your child's school place. Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- You can change your application up to a set deadline.
- We will let you know which school your child has been allocated via email on 3 March 2025.
- There is no risk that your application will get lost in the post.
- The facility is available 24 hours a day 7 days a week up to the closing date of 14 October 2024.

### How to access the online facility

Access the Council's website using the following address: [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions) and click on the "Online Admissions" link. This will take you to the Pupil Admissions online facility. From here you will be asked to register.

### How to register

- All users will need to register their details before an application can be made.
- Once you have registered you will be emailed a link to the online site.
- When registering take care to type in your email address correctly. If errors are made, you will not receive a password and will not be able to re-enter the site
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

### Making an application

- Your child has been allocated a Unique Identification Number (UID). This was noted on the letter.
- Enter the UID and your child's date of birth in the space provided. This will reveal your child's details (name, address) and invite you to enter your preferences and reasons for your application.
- If you do not have a UID, click on the box "No UID". You will be invited to enter your child's details and then express your preferences and reasons.
- You must submit your application. You will be asked to acknowledge that the information you have given is accurate and then to click submit again.
- Press continue to receive the option to print off a copy of your application.
- An acknowledgement will be sent to your email account confirming receipt



of your application and listing the schools you have expressed.

- Each time you re-enter the site you must re-submit your application whether or not you make changes. Failure to do so may mean your application is not processed.

Help and assistance If you have any questions about your application and how decisions are made please contact Secondary Admissions on 0114 2735 790 or [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk).

The closing date for submission of secondary applications is 31 October 2024.

### **Fraudulent Applications**

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. All addresses are checked with your child's primary school. The Authority takes the issue of fraudulent applications very seriously. If the Authority receives any information alleging that an application has been made fraudulently it will require parents to provide at least two forms of proof to confirm the address. Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of entry, it will be withdrawn. If the Authority withdraws a place on the above grounds you will be offered a place at another school and notified of your right of appeal.

### **Withdrawing places**

Places will also be withdrawn where allocations have been made in error.

### **Co-ordinated Admission Arrangements**

The co-ordinated scheme for admissions to Year 7 at a secondary school is designed to ensure that every parent who lives in Sheffield and has applied

for a school place for their child receives a single offer of a school place on the same day. You will only have to complete one application to apply for a combination of any three schools in Sheffield or within another Authority, including voluntary aided schools, Academies, Trusts and Foundation schools. In order to provide every parent with an offer of one single place, Sheffield Authority will be working collaboratively with the Governing Bodies of the Catholic secondary schools within the area of Sheffield as well as neighbouring authorities. As long as you submit an application form or apply online before the closing date, a single offer of a school place will be made on 1 March 2025. A full version of Sheffield's coordinated admission scheme can be found on the Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

### **What if I do not make an application?**

Parents who do not make an application will not receive an offer of a school place on 1 March 2025. The Authority, with assistance from your child's primary school, will make every effort to help and encourage you to express preferences. If a form or online application is not submitted the following action will be taken;

- A place will be allocated for the child at the nearest community school, to their normal place of residence, with available places.

Please note that the Authority strongly advises parents to complete and submit a common application form or apply online. Non-completion of an application will seriously reduce your child's chance of being offered a place at a school you want, since places will be allocated first to parents who have expressed preferences.

### **When will the process start?**

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school. Sheffield residents whose children attend a private school or school in another Authority, should apply online, or contact Pupil Admissions to obtain an application form.

September/October 2024 - Open evenings held at Secondary Schools

31 October 2024 - Closing date for returning your completed application form

3 March 2025 - Offer Date

### **What decisions do I have to make?**

You must decide which schools to apply for. If you do not express your preference online or submit an application, the pupils of parents who do, will be considered before your child. If your child has special educational needs and you would like advice about how this may effect your preferences, please contact the SEN Transitions Team on 0114 273 6394.

- It is your responsibility to provide evidence to support your application including relevant medical information. If you wish to apply for an aided school located in another authority, you are advised to contact the school to find out what additional information is required.
- You have the right to apply for a place at any school. Places are not reserved in catchment schools for parents who apply to other schools and are unsuccessful. You do not have to apply for your catchment school but a place cannot be reserved at your catchment school if your application elsewhere is unsuccessful. You will have a higher priority for your catchment school but a place cannot be guaranteed.

- Admission Authorities must comply with parental preferences where they can but because there are limits on the number of places available at each school, it is not always possible to do so.

### **Open evenings**

You and your child are strongly advised to visit the schools for which you intend to apply. Open evenings are held throughout September and October. A list of open evening dates are listed on the Admissions website. Alternatively you may request details from Pupil Admissions, or from your child's primary school. A Local Authority representative will usually be available at the open evenings to offer help and advice about applying for secondary school.

School prospectus Information about each school is published annually by the Governors in the school prospectus. The prospectus contains information about the curriculum and organisation of education and teaching methods of the school, a statement of the aims and values of the school, and details of examination results and pupils attainments at the key stages. It may also contain other information about dress code, demand for school places, directions to the school and other general information. Parents can obtain a prospectus for any of Sheffield's secondary schools, free of charge, directly from the school.

### **When do I have to make my decisions?**

The closing date for returning completed application forms is 31 October 2024 but please check the closing date for online applications on the council website.

### **What happens if my application is late?**

You have less chance of receiving a place at one of the three schools you have applied for.

## What do I do when I have made my decisions?

- You are advised to complete all sections of the application. It is important that you give full reasons for your application even if it is your child's catchment school. This information may be considered by the Admissions Committee if supported by information from a professional where a school is oversubscribed.
- Decide whether to apply online or on the paper application form which is available from the primary school or the Admissions Team.
- Return your completed form to the Admissions Team or notify your child's primary school that you have applied online or over the phone.
- If any of your preferences are for a voluntary aided school in Sheffield, Barnsley, Derbyshire or Rotherham. You must obtain an 'additional information' form from school and return it to the school for which you are applying.
- Enclose with your form any supporting evidence, eg. medical information. If you apply online send your evidence separately to Secondary Admissions.

## What happens next?

If you apply online you will receive an acknowledgement instantly.

On 3 March 2025, you will be informed of your single allocated school place. This may or may not be one of your three preferences. If you have applied online you will be sent an email notifying you of the allocated school. If you have applied online you may also log onto the online site using your password to view the decision. If you applied on a paper form you will be sent a letter to your home address.

## What happens if I change my mind about the preferences I have made?

This will depend on when you change your mind. If you change your mind before the closing date of 31 October 2024.

- You may amend your preferences at any point up to the closing date of 31 October 2024.
- Write to Secondary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting new preferences you are notifying the Authority to disregard the original application. Parents need to be aware that the Authority will only process one common application per pupil at any given time.

If you change your mind after the closing date of 31 October 2024. The Authority will not accept a change of preference after the closing date without a genuine reason for doing so, for example, a recent change of address. If you would like to change your preferences you should write to Admissions to confirm your new preferences and explain the reason for changing your mind. If the Authority is not satisfied that your reason is genuine your new application will be classed as late and only considered after the allocation date of 3 March 2025.

Please contact Admissions if you are in doubt as to whether your new preferences will be accepted. Any change of preference received after the latest date for receiving applications (30 November 2024) will not be considered until after 3 March 2025.

If you change your mind after the offer day of 3 March 2025, contact the Secondary Admissions Officer on 0114 273 5790. Any application received after 3 March will be considered in date received order then in line with normal oversubscription criteria.

### **What happens if I don't get a place at one of my preferred schools?**

Where a single offer cannot be made for any of the three preferences stated on your common application, a place will be allocated at your catchment school (if you did not indicate this as one of your three preferences and if there are still places available), or the nearest community school in Sheffield with available places. This is measured in a straight line from your home address to the school. This only applies to pupils who live in Sheffield. If you live outside Sheffield, your Home Authority will be responsible for ensuring that your child is allocated a school place for September 2025. Your child will automatically be placed on a waiting list for a school where he/she has been refused a place at a community school ranked higher than the allocated school.

### **What can I do if I am unhappy with the outcome?**

You will be offered a right of appeal to an Independent Appeal Panel.

### **Detailed Information Admissions Terminology**

**Academy** - An Academy is a state-funded, non fee paying independent school. Academies are required to comply with the code and law relating to admissions.

**Admissions authority** - The Admission Authority is responsible for determining admission to school. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For Voluntary Aided, Trust and Foundation Schools and Academies the Admission Authority is the school Governing Body.

**Admission arrangements** - The Admissions Authority must publish the admissions arrangement for all its schools. They include admission numbers for schools,

application procedures & timetables, oversubscription criteria and information about waiting lists.

**Catchment area** - Each community school has a catchment area. This is defined by the City Council. Your catchment area school is the school for which you have the highest priority.

**Common application form** - This is the application form that invites 3 preferences and supporting reasons. This form is to be completed whether applying for a community, foundation trust or aided school, Academy or a school in a different Local Authority.

**Community schools** - These schools come under the responsibility of the Local Authority.

The admissions policy for Community Schools is determined and implemented by the **Local Authority** - The Local Authority is the Admissions Authority for Community Schools and allocates school places. Composite prospectus The Education Act 2002 requires the Authority to publish information annually about admissions for the following school year.

**Eligible for a school place** - This is where a child can be offered a place at a school either because:

- The number of applications for the school is below the admission number; or
- It is oversubscribed but the child has priority under the admission criteria when compared to other children.

**Feeder schools** - Each secondary school has a number of 'feeder primary schools' that are linked to the schools. Home authority The Authority in which the parent/carer and child resides.

**IAN Indicated Admission Number** - An IAN is determined in consultation with each school. This is the number of pupils that must be admitted to a school if sufficient applications are received.

**Key stage 3** - Secondary School (year 7, year 8 and year 9).

**Key stage 4** - Secondary School (year 10 and year 11).

**Maintaining authority** - The Authority in which a school is located.

**Normal place of residence** - The child's normal place of permanent residence will ordinarily be a residential property at which the parent or person/s with parental responsibility for the child resides at the latest date for receiving applications for admission to school - 30 November 2024. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's normal place of residence will normally be the property at which the child resides with the parent or person/s with parental responsibility, for the greater part of the week.

**Oversubscription criteria** - Each Admission Authority must establish criteria. This is applied where more applications have been received than there are places available at the school. The criteria determines which applicants will be offered places.

**Parental preference** - You are invited to express up to 3 preferences on a common application. The Admission Authority must comply with parental preference unless admission will prejudice the school. You are not guaranteed a place at any of your preferred schools.

**Ranking** - The order in which parents have to list their three preferences on the common application. Parents are advised to place their favourite school first. Sheffield's co-ordinated scheme Each Authority must determine a scheme which outlines how they intend to coordinate with neighbouring Authorities and other Admission Authorities within it's area, in order to carry out admissions for Sheffield residents.

**Siblings** - (definition for sheffield community schools, foundation, trust and academies) A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or a stepsister (to include half brothers/sisters) and in both cases will be attending the preferred school at the point of entry.

**Single offer** - The one offer for a school place for your child as determined by the co-ordinated scheme.

**Waiting lists** - (definition for sheffield community schools) All pupils refused a place at any school ranked higher than the allocated school will be automatically placed on a waiting list for those schools. The waiting list will be discontinued on 31 December 2024.

**Voluntary aided school** - These schools are church aided. The Governing Body is the Admission Authority and establishes the admission arrangements and allocates school places.

### **Eligibility for a school place**

All secondary schools have an indicated admission number (IAN) or admission limit which determines the number of available places at the normal age of transfer, in this case for Year 7. Once an IAN or higher admission limit is determined for a particular school year, that number will normally remain in force as that year group moves through the school. Where the Admissions Authority receives more applications than there are places at a school, it must have a method of prioritising the applications to determine which applicants will be eligible for a school place. This is known as the 'oversubscription criteria'.

### **Consideration of Preferences**

At the closing date of 31 October 2024 the process of trying to meet parental preferences begins. This means that

all Admission Authorities for schools named on the common application have to determine whether the child is eligible for admission to their school. Your preferences will be assessed against the oversubscription criteria that applies to each of the schools. If you have applied for an aided school or a school in a different Authority, Sheffield will liaise with the relevant admission authority to assess the eligibility of your application for those schools. Once it is determined which of the preferred schools your child is eligible for (this could be all three, a combination of two, one or none of the schools indicated on your common application), the Authority will allocate the highest ranked school for which you are eligible.

### **Offer Date**

Applications received up to and including 30 November 2024 will be allocated a school place on 3 March 2025.

### **Late Applications**

- Applications and changes of preference or circumstances received after 30 November 2024 will be dealt with after 3 March 2025 and will be processed in date received order.
- Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2025 at the latest, a place will be offered at the nearest available school. Waiting Lists (for Sheffield community schools - trust, foundation and academies who operate the same oversubscription criteria as Community Schools)
- The Authority will establish a waiting list for all Community, Trust and foundation secondary schools and Academies in Sheffield where the number of applications for those schools has exceeded the number of places available.
- Your child will automatically be placed

on a waiting list for a community school where he/she has been refused a place at a school ranked higher than the allocated school.

- Waiting lists for community schools will be maintained until the 31 December 2025.
- Priority on the waiting list is determined according to the oversubscription criteria for that school not by the length of time on the list or date of application.
- Your child's position on a waiting list can go down as well as up because of how pupils are prioritised on the list.
- A place normally becomes available at an oversubscribed school only when the number of pupils allocated falls below the published admission number.
- Should a place become available at an oversubscribed school, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.
- If you no longer wish to remain on a list, please contact the Admissions Team.
- If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at that school, nor does it mean that you should not continue to try and secure a school place elsewhere.

### **Change of Address**

If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area

and affect the status of your application. If you are considering a change of address you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

### **Entry Outside the Normal Year Group**

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date. In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

### **In Year Application**

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

### **Fair Access Protocol**

All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements. The protocol may be applied to applications received outside of the 'normal year of entry'.

### **Admission to Schools for Children of UK Service Personnel**

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice. Although the local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to

their area some months in advance and may allocate a school place where the school has a place available.

### **Statutory Appeal**

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details.

If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from; Sheffield City Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions) or by contacting the Admissions Team; The Admissions Team Floor 5, West Wing Moorfoot Sheffield S1 4PL Tel: 0114 273 5790 [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk).

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the appeal form. It has been produced to help you understand the role of the Independent Appeal Panel. You should set out the reasons why you want your child to attend the particular school and include any supporting documentation. You should return your completed form and any supporting information to Legal and Governance, Town Hall, Sheffield S1 2HH. Appeal hearings for forms received after the date advised in the letter may be subject to delay.

You will be notified in writing by Legal and Governance Services about the date when the Appeal Panel will meet to consider your application. You have the right to attend the hearing which may be held virtually and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON

THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT. PLEASE NOTE: You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances. appeals for a school not maintained by sheffield local authority If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority. Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn. Appeals that are submitted on time will normally be held between April and June 2025.



# E-ACT Parkwood Academy

## Admission Arrangements for 2025-26

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### 1. Introduction

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

- School Admissions Code (2021)
- School Admissions Appeals Code (2022)
- School Standards and Framework Act 1998 as amended

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998 and associated legislation.

This policy complies with the Academy's funding agreement and articles of association.

E-ACT is the Admissions Body for E-ACT Parkwood Academy ('the Academy').

Offers of school places will be made on National Offer Day or the next working day on the year of entry.

### 2. Admission numbers

The Academy accepts pupils from Years 7 to 11. The PAN (Published Admission Number) is 180 for Year 7.

For admissions into Year 7, the Academy follows the application process and timelines set out by Sheffield City Council. Where eligible applications for admission exceed the number of places available, the oversubscription criteria listed below will be applied in the order set out below to decide which pupil, who meets the required criterion, to admit. Children who have an Educational Health and Care Plan naming the Academy will be admitted prior to offers made via co-ordination. These children will be included in the school's PAN.

The oversubscription criteria are also used for in-year admissions for each year group when pupils are on the waiting list. Secondary transfer applications received

after the deadline of 31 October will be processed after National Offer Day. Late applications will be processed in accordance with Sheffield City Council admissions timescales.

### 3. Oversubscription Criteria

Once places have been allocated to children with an Educational and Health Care Plan, if there are more applicants than places as set out in the stated PAN, then the following oversubscription criteria for admissions will be used, in the following order:

**Criterion 1:** A 'looked after child' or a child who was previously 'looked after' but immediately after being 'looked after', became the subject of an adoption, residence order or special guardianship order (as defined in the Notes attached).

**Criterion 2:** Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons (the definition of which and process to be followed is set out in the Notes attached) which can only be met at the Academy. Please note that a Supplementary Information Form (SIF) must be completed for an application under this criterion within the timescales for the point of entry required.

**Criterion 3:** Siblings (as defined in the Notes attached) of pupils currently on the roll at the Academy at the time of application for the proposed admission of the applicant.

**Criterion 4:** Children at a Designated Feeder School (in the case of the Academy the Designated Feeder Schools are Pathways E-ACT Primary Academy, Watercliffe and Oasis Watermead) on 31 October 2021.

**Criterion 5:** Children living in the catchment area on 31 October 2021.

**Criterion 6:** Children who at the time of the application are eligible for the Pupil Premium or the Service Pupil Premium (each defined in the attached Notes). Please note that a SIF form must be completed for an application

under this criterion within the timescales for the point of entry required.

**Criterion 7:** Children whose parent/carer is a member of staff who has either been continuously employed at the Academy for two (2) or more years at the time of application for a place or has been recruited to fill a vacancy for which there is a demonstrable skill shortage. Please note that a SIF form must be completed for an application under this criterion within the timescales for the point of entry required.

**Criterion 8:** Any other applications of which priority of placement will be given to children who live nearest to the Academy (including if this address is with a parent/carer with shared responsibility for the child or not). The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

### **Tiebreaker**

Once the above rules have been applied, and if there were to be a tie within any of the above rules, then any further places will be offered in distance order - Home to school distances will be measured in a direct line from a point on the home address as held by Sheffield Council, defined in the Local Land and Property Gazetteer, (or similar property database) to a central point within the main Academy building using Sheffield City Council's computerised mapping system.

Where two or more applicants have a home address at the same distance from Academy and it is necessary to decide which child will be admitted, random allocation will be used. The random allocation process will be independently supervised.

### **Multiple Births**

For application into any year group, in the case where there is one place left and the next pupil due to be admitted is one of a twin, triplet or other multiple birth group, both twins may be admitted, or all pupils in the case of multiple births, even if this goes above the capacity for the Academy.

## **Waiting List**

If any vacancies arise between National Offer Day and 31 December (the next working day if this falls on a weekend) of the same year for year 7, priority will be given to those on the waiting list managed by Sheffield City Council.

From 1 September to 31 August the waiting list for admissions into all other year groups of current school age children will be maintained by Sheffield City Council or the Academy.

If places become available during this period, or for the beginning of the following academic year, admissions will be handled in accordance with the In-Year Procedure outlined below.

Any places will be allocated from the waiting list using the oversubscription criteria set out above and not by the date that a child joined the waiting list. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to re-join is made.

Each child added to the waiting list will require the overall waiting list for the Academy to be ranked again in line with the oversubscription criteria. Priority will not be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

The Academy's waiting lists are only maintained for an academic year, so one will need to apply again for the next academic year.

### **4. In-Year Admission Arrangements - Making an in-year application**

Please refer to the Academy's website on how to make an application for an in-year place for your child. In year admissions will be handled in accordance with the Academy's In-Year Procedure on the website.

Where a vacancy is created through a planned move by parents to coincide with the start of an Academy term/half-term, the Academy will make an offer to the first child on the waiting list as soon as written notice of intention to remove the child from the Academy has been received from the parents. (If there is a change of circumstance for the pupil on roll at the Academy, e.g., the family wish to continue to educate their child at the Academy, then this will be reviewed at the Trust's discretion, appreciating that this may mean going above the capacity). The offer will be made for the child to be placed on roll at the start of the following term / half-term or sooner.

In all other circumstances where a place becomes vacant, for example, permanent exclusion, a place will be offered to the child in the first position on the waiting list, as soon as the pupil currently holding the place has been removed from the Academy's roll. Such formal removal will only take place after all appropriate procedures have been completed.

## 5. Admission outside the normal age group

On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group.

For example, you may feel it is better for your child to start in year 7 when other children their age are starting in Year 8. This may perhaps be due to your child's:

- ill health; or
- premature birth

You can apply for your child to start school outside of their normal age group, but you cannot insist that your child is admitted to a particular age group.

Any applications you make will be reviewed by the Academy. The Academy and the Trust will look at the:

- circumstances of your case
- best interests of your child; and
- views of the headteacher at the relevant Academy.

To apply for an admission outside of the normal age group for your child, you will need to apply within the admissions timescale to Sheffield Council and send the Academy:

- a letter outlining the reason for the request
- any supporting evidence.

The Academy will make sure that you receive a response to your application before the National Offer Day – the date when parents are told which school their children will be going to as long as the letter and supporting evidence is received within in the timescales for applying for a place with Sheffield City Council - 31 October the year before the entry year the application is being made for.

You should still apply for a school place for your child's normal age group at the usual time: you can withdraw your application later if you need to.

If your application for a place outside of your child's normal age group is approved, you must apply for a place as part of the usual process and timescales for that age group.

If your application is refused, you must decide whether to:

- accept the offer of a place for your child's normal age group when the offer is made
- refuse the offer of a place and instead make an in-year application for admission to the expected year group.

The application under this criterion must be made at the same time as applying to Sheffield City Council for a place at the Academy within the usual admission timescales. An application does not guarantee a place for the child at the Academy and the application will be considered in the new cohort. Where the Academy agrees to a request in principle, they will write to the parents confirming their agreement. A request for admission outside the normal age group is not an application for admission, and parents will need to submit a separate application in the usual way at the appropriate time.

## All applications

Where a request for admission to a different year group has been agreed in principle, the letter from the Academy confirming the decision to the applicant, must be submitted to the Sheffield Council with the application for admission.

## 6. Appeals Process

If your child has been refused a place at the Academy you have the right of appeal to an Independent Appeal Panel (IAP), which is managed by Sheffield Council on behalf of the Academy. Where admission is refused, the reasons for the decision together with details on how to appeal will be sent to you by Sheffield City Council.

For the avoidance of doubt the sixth form appeal are managed by the Academy.

Please see Sheffield City Council's website for further information and timelines.

As per the School Admissions Code the Academy will publish the appeals timetable on the Academy website by 28 February 2026.

## 7. Policy Review

These Admissions Arrangements are reviewed and determined every year by E-ACT and is subject to consultation every seven (7) years or whenever changes are proposed.

## 8. Fair Access Protocol

The Academy complies with Sheffield City Council's Fair Access Protocol to ensure that outside the normal admissions round that unplaced, vulnerable and those who are unable to secure a school place in-year (including Child in Need/Child Protection Plan, children in refuge, children in formal kinship care arrangements, children who have been out of education for four or more weeks and previously looked after children for whom the local authority has been unable to promptly secure a school place), are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

## 9. Contact details for the Academy

Admissions Officer

Telephone: 0114 231 0221

E-mail: [info@parkwoodacademy.org.uk](mailto:info@parkwoodacademy.org.uk)

# All Saints Catholic High School

## Admission Policy for 2025-26

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### Co-ordinated Sixth Form Admission System for External Students 2025/26

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents/carers. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Astrea Academy, Bradfield School, Forge Valley School, High Storrs School, King Edward VII Community School, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tipton School.

The Local Authority is the Admission Authority for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to the sixth form.

The remaining schools are their own Admission Authority and responsible for setting their own admission oversubscription criteria, details are provided below.

### Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

### The Co-ordinated Admission Arrangements

### Application Procedure

All Sheffield students should have access to Sheffield Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from [www.allsaints.sheffield.sch.uk](http://www.allsaints.sheffield.sch.uk) or the Local Authority at:

Sixth Form Admission Officer  
Inclusion and Learning Service  
Floor 5  
North Wing  
Moorfoot  
Sheffield S1 4PL

### Application Timescale for Admission to the 2025/26 Academic Year

#### Autumn Term 2024

Open evenings/mornings are to be held in November 2024. Please check with individual schools for details

**Closing Date:** 31 January 2025

**Allocation Date:** 1 March 2025

Available places for External Students

The **minimum** number of places available at All Saints Catholic High School for external applicants from September 2025 is 100

### Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered by their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with education and health care plans and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

## **Admission oversubscription criteria for All Saints Catholic High School**

### **Criteria for Admission**

#### **Category 1**

Looked After Catholic students (Footnotes 1 & 2)

#### **Category 2**

Catholic students (Footnote 2)

#### **Category 3**

Other Looked After students (Footnote 1)

#### **Category 4**

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

### **Category 5**

All other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2023-24.

### **Oversubscription**

In the event of the school reaching capacity mid category, the Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place.

### **Minimum Entry Requirement**

The minimum entry requirements apply equally to all categories:

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2025/26 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the sixth form:

- For all level 3 courses the minimum entry requirement is normally **5 or more grades 4-9 at GCSE** including English Language and Mathematics (except under exceptional circumstances).

- A further minimum requirement may be set in terms of the required subject grade for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

#### Footnote 1

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

#### Footnote 2

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

#### Footnote 3

*Diocesan Feeder Schools for Admission into All Saints Catholic High School*

*Notre Dame High School, Sheffield*

*St Mary's High School, Chesterfield*

*St Bernard's High School, Rotherham*

*The McAuley School, Doncaster*

*St Pius X, Wath upon Dearne*

*Holy Trinity, Barnsley*

#### Footnote 4

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

#### Footnote 5

'Eastern Christian Church' includes Orthodox Churches, as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

#### Footnote 6

Late applications will be dealt with in accordance with the LA scheme.

#### Footnote 7

Waiting lists will be dealt with in accordance with the LA Scheme.

#### Footnote 8

#### False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### **Appeals against any decision to refuse admission**

If a place is not available, parents/carers have the right of appeal to an independent panel. Further information about the appeal procedures will be issued with the decision letter.

### **For further information regarding admissions, please contact one of the following:**

Tracey Senior, Sixth Form Co-Ordinator,  
Local Authority

Email: [tracey.senior@sheffield.gov.uk](mailto:tracey.senior@sheffield.gov.uk)  
Tel: 0114 2735790

All Saints Catholic High School

Email: [enquiries@allsaints.sheffield.sch.uk](mailto:enquiries@allsaints.sheffield.sch.uk)  
Tel: 0114 2724851



# Diocese Of Hallam Notre Dame Catholic High School

## Full admissions policy September 2025 entry

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### **Co-ordinated Sixth Form Admission System for External Students 2025/26**

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley Community School, High Storrs Community Secondary, King Edward Community Secondary, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Sheffield Springs Academy, Silverdale School and Tapton School.

The Local Authority is the “Admission Authority” for King Edward VII Community Schools. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own “Admission Authority” and responsible for setting their own admission oversubscription criteria, details are provided below.

### **Internal Applicants**

Students wishing to enter the sixth form of a school that they are already attending have

an automatic right to do so as long as they meet the minimum entry criteria.

### **The Co-ordinated Admission Arrangements**

#### **Application Procedure**

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer  
Inclusion and Learning Service  
Floor 5  
South  
Howden House  
Union Street  
Sheffield S1 2SH

#### **Application Timescale for Admission to the 2025/26 Academic Year**

##### **Autumn Term 2024**

All open evenings are to be held in November 2024. Please check with individual schools for details

**Closing Date:** 31 January 2025

**Allocation Date:** 26 February 2025

#### **Available places for External Students**

The minimum number of places available at Notre Dame High School for external applicants from September 2025 is 20.

#### **Exceptional Circumstances**

It is important that appropriate provision is made for students in exceptional

circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

**Admission oversubscription criteria for Notre Dame High School**

**Criteria for Admission**

**Category 1**

Looked After Catholic students (Footnotes 1 & 2)

**Category 2**

Catholic students (Footnote 2)

**Category 3**

Other Looked After students (Footnote 1)

**Category 4**

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

**Category 5**

Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2025/26

**Oversubscription**

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

**Minimum Entry Requirement**

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria

for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2025/26 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more grades 5-9 at GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the required subject grade for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

#### Footnote 1

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

#### Footnote 2

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who

is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

#### Footnote 3

Diocesan Feeder Schools for Admission into Notre Dame High School

All Saints Catholic High School, Sheffield

St Mary's High School, Chesterfield

St Bernard's High School, Rotherham

The McAuley School, Doncaster

St Pius X, Wath upon Dearne

Holy Trinity, Barnsley

#### Footnote 4

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

#### Footnote 5

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

#### Footnote 6

*Late applications will be dealt with in accordance with the LA scheme.*

#### Footnote 7

*Waiting lists will be dealt with in accordance with the LA Scheme.*

#### Footnote 8

#### *False Information*

*1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.*

*2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.*

*3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.*

*Appeals against any decision to refuse admission*

*If a place is not available, parents have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.*

**For further information regarding admissions, please contact one of the following:**

Sixth Form Admissions Officer, Local Authority

Tel: 0114 2735790

Notre Dame High School

Email: [enquiries@notredame-high.co.uk](mailto:enquiries@notredame-high.co.uk)

Tel: 0114 2302536

3

# UTC Sheffield City Centre

## Admissions Policy 2025-26

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### Overall Approach

UTC Sheffield City Centre will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

In developing our admissions policy, we have struck a fair balance between Sheffield and its neighbours, and provided a fair spread of places across the region the UTC covers. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

### Admission Numbers

In 2025/2026 UTC Sheffield City Centre will admit 100 students into Year 9.

For Year 12, there will be 160 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will be a minimum of 60 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Y11 students transfer, up to the overall 160 place capacity.

Admissions above these numbers would only occur in exceptional cases.

### Catchment Area

UTC Sheffield City Centre is designed for the benefit of the whole Sheffield City Region and our admissions process reflects this. Sheffield City Region is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

Students who reside outside Sheffield City Region can also apply to the UTC. Such applicants will be treated as if they were resident in the nearest area to them within the Region.

### Year 9 Admissions

If the number of applicants to the UTC Sheffield City Centre for Year 9 entry is 100 or less, then all applicants will be admitted.

### Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

For Engineering & Manufacturing there will be 60 places available

For Creative & Digital Media there will be 40 places available

If there are insufficient applicants for places in one specialism, these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places, then the following arrangements will apply:

Any Looked After Children (LAC) in the care of a local authority and 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 who wish to attend the UTC will first be admitted regardless of where they are resident.

All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 9 students at schools in that area.

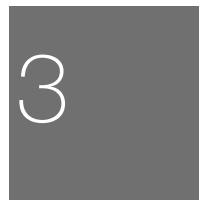
If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.

3

Places in each over-subscribed area will then be allocated randomly.

The following table shows the number of places available to each postcode area, before any unfilled places are shared out. Places for any children under category 1 above are included in these numbers.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 9 applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	6
3	S70 – S75, HD8, HD9	Barnsley	10
4	S60 – S66, S25-26	Rotherham	20
5	S40 – S49	Chesterfield and NE Derbyshire	10
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	11
7	S5, S7-8, S10, S14, S18	Sheffield B	13
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11



## Year 12 (Post-16) admissions

### Y12 Student numbers

For 2025/2026 Year 12 capacity will be 160 places. A minimum of 60 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

### Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4 or above, including English and Maths (and Science for studying Engineering &

Manufacturing), for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

### **Y12 Entry Requirements – exceptions**

Children who for reasons of bereavement, serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will, however, be rare. Any such waiver will require the approval of the UTC Board and an independent verifier.

### **Specialisms – Year 12**

All students for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 120 places available
- For Creative & Digital Media there will be 40 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

### **Year 12 Admission process**

The UTC's own 100 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 60 Year 12 places will be offered to external applicants. If fewer than 100 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 160 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

1. Any Looked After Children in the care of a local authority and 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 who wish to attend the UTC, will first be admitted regardless of where they are resident.
2. All other applicants who meet the entry criteria will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 11 students at schools in that area.
3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the percentage of places for Y12 external applicants available to each postcode area, before any unfilled places are shared out. Places for any children under category

1 above are included in these numbers.

District no.	Postcode district (home address of applicant):	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Percentage share of places available to Year 12 external applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19%
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	7%
3	S70 – S75, HD8, HD9	Barnsley	10%
4	S60 – S66, S25-26	Rotherham	21%
5	S40 – S49	Chesterfield and NE Derbyshire	10%
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	10%
7	S5, S7-8, S10, S14, S18	Sheffield B	12%
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11%

## Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

You are entitled to appeal for a place at any school for which your child has been refused to an independent Appeal Panel. For more information and to request an appeal form, please contact Pupil Admissions on 0114 273 5766 or download a copy from

[www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

In accordance with Section 437-433 of the Education Act 1996, I must inform you that failure to satisfy the City Council that you have made arrangements for your child to receive suitable education, either by regular attendance at school or education otherwise, will result in written notice being served requiring you to make such arrangements within a specified period.



If the City Council is still not satisfied that you have made arrangements for your child to receive a suitable education, it will serve on you a school attendance order which requires your child's attendance at a named school. Failure to comply with a School Attendance Order is an offence, punishable in the Magistrates' Court by a fine.

### Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first half term (October) after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

### Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

### Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

### Making an application

For both age group applications will fit into Sheffield City Council's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for inclusion in the combined information published by all

the local authorities covered by UTC admissions;

**For Year 9 entry**, application forms will be provided via the UTC web-site for return by

**31 October** to the UTC who will share the information with Sheffield City Council.

In addition, application forms can be downloaded from the UTC website at:

<https://www.utcsheffield.org.uk/city/apply/>

or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda St, Sheffield, S1 4QF or by telephoning 0114 308 4500.

Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website [Welcome to UTC Sheffield City Centre - UTC Sheffield City Centre](#)

**For Year 12 entry**, application should be made through the on-line application system and for those who do not have access they can be downloaded from the UTC website at:

<https://www.utcsheffield.org.uk/city/apply/>

or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda Street, Sheffield, S1 4QF or by telephoning 0114 308 4500.

The closing date for Year 12 applications is **31 January**.

- Decisions on applications will be made prior to and during February are notified to students and parents on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website [Welcome to UTC Sheffield City Centre - UTC Sheffield City Centre](#).

# UTC Sheffield Olympic Legacy Park

## Admissions Policy 2025-26

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### Overall Approach

UTC Sheffield Olympic Legacy Park (OLP) will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

In developing our admissions policy, we have struck a fair balance between Sheffield and its neighbours, and provided a fair spread of places across the region the UTC covers. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

### Admission Numbers

In 2025/2026 UTC Sheffield OLP will admit 100 students into Year 9.

For Year 12, there will be 160 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will be a minimum of 60 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Year 11 students transfer, up to the overall 160 place capacity.

Admissions above these numbers would only occur in exceptional cases.

### Catchment Area

UTC Sheffield is designed for the benefit of the whole Sheffield City Region and our admissions process reflects this. Sheffield City Region is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

Students who reside outside Sheffield City Region can also apply to the UTC. Such applicants will be treated as if they were resident in the nearest area to them within

the Region.

### Year 9 Admissions

If the number of applicants to the UTC for Year 9 entry is 100 or less, then all applicants will be admitted.

### Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

- For Health & Sports Sciences there will be 60 places available
- For Computing there will be 40 places available.

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places, then the following arrangements will apply:

Any Looked After Children in the care of a local authority and 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 who wish to attend the UTC, will first be admitted regardless of where they are resident.

All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 8 students at schools in that area.

If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.

Places in each over-subscribed area will then be allocated randomly.

The following table shows the number of places available to each postcode area, before any unfilled places are shared out. Places for any children under Category 1 above are for Looked After Children are included in these numbers.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 9 applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	6
3	S70 – S75, HD8, HD9	Barnsley	10
4	S60 – S66, S25-26	Rotherham	20
5	S40 – S49	Chesterfield and NE Derbyshire	10
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	11
7	S5, S7-8, S10, S14, S18	Sheffield B	13
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11

### Year 12 (Post-16) admissions

#### Y12 Student numbers

For 2025-2026 Year 12 capacity will be 160 places. A minimum of 60 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

#### Y12 Levels of Study

There will be up to 160 places for students following Level 3 courses.

### Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4, including English and Maths (and Science for studying Health & Sports Sciences), for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

#### Y12 Entry Requirements – exceptions

Children who for reasons of bereavement,

serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will, however, be rare. Any such waiver will require the approval of the UTC Board and of an independent verifier.

### **Specialisms – Year 12**

All students for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Health & Sports Sciences there will be 100 places available
- For Computing there will be 60 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

### **Year 12 Admission process**

The UTC's own 100 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 60 Year 12 places will be offered to external applicants. If fewer than 100 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 160 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

1. Any Looked After Children in the care of a local authority and 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 who wish to attend the UTC, will first be admitted regardless of where they are resident.

2. All other applicants who meet the entry criteria will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 11 students at schools in that area.
3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.
5. The following table shows the percentage of places for Y12 external applicants available to each postcode area, before any unfilled places are shared out. Places for any children under category 1 above are included in these numbers.

District no.	Postcode district (home address of applicant):	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Percentage share of places available to Year 12 external applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19%
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	7%
3	S70 – S75, HD8, HD9	Barnsley	10%
4	S60 – S66, S25-26	Rotherham	21%
5	S40 – S49	Chesterfield and NE Derbyshire	10%
6	S1-4, S9, S12-13, S20- 21, S96-99	Sheffield A	10%
7	S5, S7-8, S10, S14, S18	Sheffield B	12%
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11%

## Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

You are entitled to appeal for a place at any school for which your child has been refused to an independent Appeal Panel. For more information and to request an appeal form, please contact Pupil Admissions on 0114 273 5766 or download a copy from

[www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

In accordance with Section 437-433 of the Education Act 1996, I must inform you that failure to satisfy the City Council that you have made arrangements for your child to receive suitable education, either by regular attendance at school or education otherwise, will result in written notice being served requiring you to make such arrangements within a specified period.

If the City Council is still not satisfied that you have made arrangements for your child to receive a suitable education, it will serve on you a school attendance order which requires your child's attendance at a named school. Failure to comply with a School Attendance Order is an offence, punishable in the Magistrates' Court by a fine.

### Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first half term (October) after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

### Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

### Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

### Making an application

For both age group applications will fit into Sheffield City Council's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for inclusion in the combined information published by all

the local authorities covered by UTC admissions;

**For Year 9 entry**, application forms will be provided via the UTC web-site for return by

**31 October** to the UTC who will share the information with Sheffield City Council.

In addition, application forms can be downloaded from the UTC website at:

Apply - UTC Sheffield Olympic Legacy Park

or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda St, Sheffield, S1 4QF or by telephoning 0114 308 4000.

- Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website Welcome to UTC Sheffield Olympic Legacy Park - UTC Sheffield Olympic Legacy Park .

**For Year 12 entry**, application should be made through the on-line application system and for those who do not have access they can be downloaded from the UTC website at:

Apply - UTC Sheffield Olympic Legacy Park

or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda Street, Sheffield, S1 4QF or by telephoning 0114 308 4000.

The closing date for Year 12 applications is **31 January**.

- Decisions on applications will be made prior to and during February are notified to students and parents on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website Welcome to UTC Sheffield Olympic Legacy Park - UTC Sheffield Olympic Legacy Park.

# Tapton School - Admission Arrangements for 2025/2026

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Tapton School is an 'outstanding' (Ofsted Jan 2013) mixed comprehensive 11-18 school situated in the south west of Sheffield. We are a Specialist College for Science and the Arts, which allows us a particular focus on Science and Mathematics teaching as well as Music, Art, Drama and Dance. However, at the heart our curriculum is broad and balanced.

Tapton School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explain how the school manages this function.

The Academy is the "Admission Authority" and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out below are those determined by Tapton School Academy Trust for admission to Tapton School. Tapton School Academy Trust is fully supportive of the wider admission arrangements operated by Sheffield Local Authority and these arrangements continue the operation of a defined catchment area and feeder primary schools that have been operated historically for admission to the school.

Sheffield Local Authority co-ordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of Tapton School Academy Trust by agreement.

Sheffield Local Authority is also responsible for coordinating "in-year" applications on behalf of the Learning Trust.

## **Special Educational Needs**

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs (now re-named the Education and Health Care Plan) that names their school.

This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. Tapton School complies fully with this requirement.

## **Oversubscription Criteria**

In the event of oversubscription the following categories will be prioritised for places at Tapton School, operated on the school's behalf by Sheffield Local Authority.

### **Priority One - Children in Public Care (Looked After)**

All Admission Authorities MUST prioritise the admission of "Relevant Looked After Children" within their admission criteria. A "Relevant Looked After Child" is defined as:

"a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.

The Admission Code of Practice extend this category to also include children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

### **Priority Two - Catchment area with Sibling (11-16 Year 7-11)**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at Tapton School on the day of admission will be considered next.

The catchment area of Tapton School can be found on the map on this link and by searching home post codes.

<https://sheffieldcc.maps.arcgis.com/apps/webappviewer/index.html?id=9d814dc5841b4901aa60b5bd5c1f9212>

The definition of a sibling for these purposes is given below.

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

A sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Tapton School at the point of entry.

In circumstances where an older sibling attends Tapton School sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

### **Priority Three - Catchment and Attending Feeder School**

Children living in the Tapton catchment area and attending a feeder school. The designated feeder schools are Lydgate Junior School, Hallam Primary School and Netherthorpe Primary School

### **Priority Four - Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the defined catchment

area, but will not have a sibling at Tapton at the point of admission will be considered next.

### **Priority Five - Siblings**

A non-catchment sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half-brother/sister)

and in both cases will be attending Tapton School at the point of entry.

In circumstances where an older sibling attends Tapton School sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

### **Priority Six - Contributory Feeder School**

Applicants for a Year 7 place at Tapton School whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 2, 3 or 4 above will be considered next.

Tapton School's designated feeder primary schools are: Hallam Primary School, Lydgate Junior School and Netherthorpe Primary School.

Parents are advised In the Sheffield Guide for Parents "that If they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.

### **Priority Seven - All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

### **Tie Breakers**

For any admission category that is oversubscribed there are two stages of further consideration.



### **A. Exceptional medical, social or special educational needs**

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's responsibility to provide supporting evidence.

The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Academy to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, "A Guide for Parents".

<http://www.sheffield.gov.uk/content/sheffield/home/schools-childcare/apply-school-place.html>

### **B. Distance**

In circumstances where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the house to a specific point at the school building.

Where the remaining place could be made for a number of children living equi-distant from the school the determination of the single offered will be made by random allocation.

The random allocation will:

- Be independently supervised by a representative of the Legal and Governance Service of Sheffield LA
- Take place on a date and time notified in advance to the participating parents so that they can attend as witnesses

### **Admission Appeals**

If your application for a place at Tapton is refused, you will have the right to appeal against the decision to an independent appeal panel. The Local Authority will provide you with further information on the process and how to appeal when you receive your decision. Information about the appeal procedure can be found at:

<http://www.sheffield.gov.uk/content/sheffield/home/schools-childcare/apply-school-place.html>

### **Admissions outside the normal admissions round**

Children in public care for whom an application is received outside the normal admission round will be considered for priority admission in accordance with the requirements of the Local Authority's Fair Access Protocol.

All other applications will be considered against the above oversubscription criteria.

Children of Services personnel will be considered under the Local Authority's Fair Access Protocol where an application is received outside the normal admission round.

### **Equal Preference**

The statutory Admission Code of Practice made the practice of offering places on a "First Preference First" basis unlawful. All Admission Authorities in Sheffield must operate an Equal Preference system when determining the final school offer. This means that each of the three preferences will be

considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

### **Waiting Lists**

A waiting list will be maintained until 31 December 2025 for a transfer to Tapton School

Year 7 - Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

### **Key Dates**

Closing date for Applications

**31 October 2024**

National Allocation Day **3 March 2025**

Open Day

Please contact the school

# Co-ordinated Sixth Form Admission System for External Students

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The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Forge Valley School, High Storrs School, King Edward Community Secondary, King Ecgbert Academy, Meadowhead Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tapton School.

The Local Authority is the “Admission Authority” for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to this school.

The remaining schools are their own “Admission Authority” and responsible for setting their own admission oversubscription criteria, details are provided below.

Please note that Mercia will operate a sixth form from September 2024. Applications and enquires about this should be made directly to Mercia School. More information is available on the school website.

## Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria. Students may only hold one 6th form offer. If you intend to stay at your current 6th form school, you do not need to apply for an alternative place at another 6th form.

## The Co-ordinated Admission Arrangements

### Application Procedure

Most students will be able to apply using Sheffield Progress through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Children's Service  
Floor 5, South  
Howden House  
Union Street  
Sheffield  
S1 2SH

### Application Timescale for Admission to the 2025/26 Academic Year

#### Autumn Term 2024

All open events are to be held in November 2024. Please check with the individual school website for details

#### Closing Date

31 January 2025

#### Allocation Timeframe

Week commencing 24th February 2025

## Available places for External Students

The minimum number of places available at each school for external applicants from September 2025 is as follows:

School	Admission Number
All Saints Catholic High School	100
Forge Valley School	80
High Storrs School	120
King Ecgbert Academy	120
King Edward VII Community School	200
Meadowhead School Academy Trust	100
Notre Dame Catholic High School	100
Sheffield Park Academy (Sheffield South East VII Form)	20
Silverdale School	160
Tapton School	100

3

## Admission Oversubscription Criteria for Community Schools

The following arrangements apply for King Edward VII Community School and is determined by the Local Authority.

All other sixth form schools are responsible for setting their own admission arrangements. All schools have agreed to follow the Authority's criteria as set out below:

### Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria.

Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate

family bereavement in examination season. This category may also include students who are or who have been “In Care” and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

### **Local Authority Oversubscription Criteria**

Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. All other students who are predicted to meet the minimum entry requirement of 5 subjects at grade 4-9 including English and Maths. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Applications received after the closing date will be considered after those received on time for any places that become available.

## **Admission Oversubscription Criteria for Forge Valley School**

The full policy is available from the School.

### **Oversubscription Criteria**

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below.

### **Exceptional circumstances**

2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement, of 5 subjects at grade 4-9 including English who attend Bradfield, Chaucer or Tipton School. Some subjects will also require a minimum subject grade at GCSE. Please see details in school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and Forge Valley.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9 including English. Some subjects will also require a minimum subject grade at GCSE. Please see details in school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and Forge Valley School.

5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to Forge Valley School.

## Admission Oversubscription Criteria for High Storrs School

The Local Authority acts as the coordinating body for managing applications on behalf of all external students (students entering High Storrs for the first time).

### Admissions process

The Local Authority and schools are committed to providing a fully coordinated admission service for new entry to Sixth Form schools. The intention is to make the process easier and more consistent for students and parents. More information about the admissions process can be found in Sheffield Secondary Admissions Team's Guide for Parents.

### Entry requirements

- Minimum entry requirements apply equally to internal and external applicants.
- A minimum entry requirement for entry to High Storrs Sixth Form is five GCSE passes at grades 4 – 9, including English Language and Mathematics.
- There are further minimum requirements for specific courses. These grades are reflective of the standard that a student must achieve at GCSE to demonstrate the ability to pursue a given subject at A Level or

L3 BTEC to a successful outcome. More information about these entry requirements is available in the High Storrs Sixth Form Prospectus and on the Sixth Form area of the High Storrs website.

### Internal applicants

Students wishing to enter High Storrs Sixth Form who already attend High Storrs School will be routinely offered place so long as they make an on-time application and meet the minimum and subject-specific entry criteria.

### External applicants

High Storrs aims to offer a minimum of 120 places for external students each year. More information can be found in Sheffield Secondary Admissions Team's Guide for Parents.

### Admission Oversubscription Criteria for High Storrs School

We aim to offer a place to all external applicants who wish to study at High Storrs Sixth Form. Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

1. CLA (Child Looked After) Students - this category also includes students who were previously in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being in care. Exceptional circumstances may be considered.
2. All other students.

If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within Minerva Learning Trust and those who live closest to the school. All distances will be measured in a straight line from home to High Storrs School.

## Exceptional Circumstances

- It is important that appropriate provision is made for students in exceptional circumstances. For some applicants High Storrs may exercise reasonable discretion for an individual young person who could benefit from the programme offered by High Storrs but because his/her exceptional circumstances has not met the minimum entry criteria.
- Students who request that exceptional circumstances be taken into account should contact the school directly to discuss their application. Such applications would require careful discussion on a case-by-case basis and will usually be supported by evidence from a healthcare or medical professional.
- The incidence of such cases is expected to be low.

## Additional applicants

Students who are applying to restart Sixth Form, i.e. are older than Year 11 age, should contact the school directly to discuss their application in the first instance. Such applications will be considered on a case-by-case basis.

Students currently studying at High Storrs Sixth Form in Year 13 who wish to restart Year 12 or make amendments to their programme of study should contact the Sixth Form Office to discuss this. Such requests will be considered on a case-by-case basis. Please note that attendance and Attitude to Learning (A2L) will always be taken in account in such situations.

## Offers and Enrolment

Offers made to students within the LEA timeline are conditional, based upon the student's predicted grades at the time of application.

Students should contact the LEA during the application process if they wish to

appeal a conditional offer not being made by High Storrs Sixth Form.

Students will only be able to enrol when they provide evidence of their GCSE results to show that they meet both the minimum and subject specific entry requirements.

Conditional offers will be withdrawn if students don't meet the entry requirements. Offers will also be withdrawn on September 1st if students have not been in contact with High Storrs Sixth Form to confirm their place following their GCSE results.

## Admission Oversubscription Criteria for King Egbert School - Mercia Learning Trust

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement of 5 subjects at 4-9 specific entry requirements who attend a school within the Mercia Trust. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the

home address and King Egbert.

4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at 4 - 9 specific entry requirements. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and King Egbert School.
5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

## **Admission Oversubscription Criteria for Meadowhead School Academy Trust**

- Minimum Entry Requirements apply equally to internal and external applicants.
- A minimum entry requirement for entry to the sixth form is 5 GCSE passes at 4-9 including English and Mathematics.
- A further minimum requirement in specific subjects for specific courses has been set by Meadowhead School. These required grades will be reflective of the standard that a student must achieve at GCSE to demonstrate the ability to pursue a given subject at A and BTEC level 3 to a successful outcome. More information is available from the school.

## **Exceptional Circumstances**

- It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered by the sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.
- These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.
- We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.
- These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in the examination season. This category may also include students who are or who have been "In Care" and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.



## Oversubscription Criteria

- Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

Students In Care – this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.

2. All other students who are predicted to meet the minimum entry requirement of 5 4-9 GCSE passes. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to Meadowhead School.

## Admission Oversubscription Criteria for Silverdale School

1. Students In Care – this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9, including English and Maths, who attend schools in the Chorus trust (Westfield School and Hope Valley). Students from Westfield School and Hope Valley are given priority as part of Chorus Education Trust. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight line distance between the home address and Silverdale.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9, including English and Maths. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight line distance between home and Silverdale School.
5. If an entire category cannot be admitted without exceeding the number of places available then

places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

## **Admission oversubscription criteria for Tapton School**

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement, of 5 subjects at grade 4-9 who attend a school which is part of the Tapton School Academy Trust. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum GCSE average point score entry requirement. Please see details on the school website. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and Tapton.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum

GCSE average point score entry requirement. Please see details on the school website. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and Tapton School.

5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Conditional offers will be withdrawn if students have not been in contact with Tapton Sixth Form by September 1st.

## **Admission oversubscription criteria for All Saints Catholic High School**

### **Co-ordinated Sixth Form Admission System for External Students 2025/26**

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents/carers. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications

on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Astrea Academy, Bradfield School, Forge Valley School, High Storrs School, King Edward VII Community School, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tupton School.

The Local Authority is the Admission Authority for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to the sixth form.

The remaining schools are their own Admission Authority and responsible for setting their own admission oversubscription criteria, details are provided below.

### **Internal Applicants**

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

### **The Co-ordinated Admission Arrangements**

#### **Application Procedure**

All Sheffield students should have access to Sheffield Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from [www.allsaints.sheffield.sch.uk](http://www.allsaints.sheffield.sch.uk) or the Local Authority at:

Sixth Form Admission Officer

Inclusion and Learning Service

Floor 5

North Wing

Moorfoot

Sheffield S1 4PL

### **Application Timescale for Admission to the 2025/26 Academic Year**

#### **Autumn Term 2024**

Open evenings/mornings are to be held in November 2024. Please check with

individual schools for details

**Closing Date:** 31 January 2025

**Allocation Date:** 1 March 2025

Available places for External Students

The **minimum** number of places available at All Saints Catholic High School for external applicants from September 2025 is 100

### **Exceptional Circumstances**

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered by their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with education and health care plans and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

3

## Admission oversubscription criteria for All Saints Catholic High School

### Criteria for Admission

#### Category 1

Looked After Catholic students (Footnotes 1 & 2)

#### Category 2

Catholic students (Footnote 2)

#### Category 3

Other Looked After students (Footnote 1)

#### Category 4

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

#### Category 5

All other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2023-24.

### Oversubscription

In the event of the school reaching capacity mid category, the Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place.

### Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2025/26 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the sixth form:

- For all level 3 courses the minimum entry requirement is normally **5 or more grades 4-9 at GCSE** including English Language and Mathematics (except under exceptional circumstances).
- A further minimum requirement may be set in terms of the required subject grade for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

#### Footnote 1

*A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.*

*A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order. Included in this definition are those children who appear (to the Governing Body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.*

#### Footnote 2

*'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate*

of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Footnote 3

Diocesan Feeder Schools for Admission into All Saints Catholic High School

Notre Dame High School, Sheffield

St Mary's High School, Chesterfield

St Bernard's High School, Rotherham

The McAuley School, Doncaster

St Pius X, Wath upon Dearne

Holy Trinity, Barnsley

Footnote 4

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Footnote 5

'Eastern Christian Church' includes Orthodox Churches, as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Footnote 6

Late applications will be dealt with in accordance with the LA scheme.

Footnote 7

Waiting lists will be dealt with in accordance with the LA Scheme.

Footnote 8

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### **Appeals against any decision to refuse admission**

If a place is not available, parents/carers have the right of appeal to an independent panel. Further information about the appeal procedures will be issued with the decision letter.

### **For further information regarding admissions, please contact one of the following:**

Tracey Senior, Sixth Form Co-Ordinator,  
Local Authority

Email: [tracey.senior@sheffield.gov.uk](mailto:tracey.senior@sheffield.gov.uk)  
Tel: 0114 2735790

All Saints Catholic High School

Email: [enquiries@allsaints.sheffield.sch.uk](mailto:enquiries@allsaints.sheffield.sch.uk)  
Tel: 0114 2724851

# Admission oversubscription criteria for Notre Dame High School

## Co-ordinated Sixth Form Admission System for External Students 2025/26

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley Community School, High Storrs Community Secondary, King Edward Community Secondary, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Sheffield Springs Academy, Silverdale School and Tapton School.

The Local Authority is the “Admission Authority” for King Edward VII Community Schools. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own “Admission Authority” and responsible for setting their own admission oversubscription criteria, details are provided below.

### Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

## The Co-ordinated Admission Arrangements

### Application Procedure

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer  
Inclusion and Learning Service  
Floor 5  
South  
Howden House  
Union Street  
Sheffield S1 2SH

### Application Timescale for Admission to the 2025/26 Academic Year

#### Autumn Term 2024

All open evenings are to be held in November 2024. Please check with individual schools for details

**Closing Date:** 31 January 2025

**Allocation Date:** 26 February 2025

### Available places for External Students

The minimum number of places available at Notre Dame High School for external applicants from September 2025 is 20.

### Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending

the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

## **Admission oversubscription criteria for Notre Dame High School**

### **Criteria for Admission**

#### **Category 1**

Looked After Catholic students (Footnotes 1 & 2)

#### **Category 2**

Catholic students (Footnote 2)

#### **Category 3**

Other Looked After students (Footnote 1)

#### **Category 4**

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

#### **Category 5**

Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances

as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2025/26

### **Oversubscription**

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

### **Minimum Entry Requirement**

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2025/26 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more grades 5-9** at **GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the required subject grade

for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

#### Footnote 1

*A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.*

*A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.*

#### Footnote 2

*'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).*

*For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.*

*A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.*

#### Footnote 3

*Diocesan Feeder Schools for Admission into Notre Dame High School*

*All Saints Catholic High School, Sheffield*

*St Mary's High School, Chesterfield*

*St Bernard's High School, Rotherham*

*The McAuley School, Doncaster*

*St Pius X, Wath upon Dearne*

*Holy Trinity, Barnsley*

#### Footnote 4

*'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.*

#### Footnote 5

*'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*

#### Footnote 6

*Late applications will be dealt with in accordance with the LA scheme.*

#### Footnote 7

*Waiting lists will be dealt with in accordance with the LA Scheme.*

#### Footnote 8

##### *False Information*

*1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.*

*2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.*



3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

*Appeals against any decision to refuse admission*

*If a place is not available, parents have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.*

**For further information regarding admissions, please contact one of the following:**

Sixth Form Admissions Officer, Local Authority

Tel: 0114 2735790

Notre Dame High School

Email: [enquiries@notredame-high.co.uk](mailto:enquiries@notredame-high.co.uk) Tel: 0114 2302536

# Other useful information

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## Sheffied Special Schools (secondary)

From September 2025

Name of School  
Address  
Tel No.  
Headteacher

### **Bents Green Secondary (Day & Residential) (Age 11-19) (Autism and Communication Difficulties)**

Ringinglow Road, Sheffield, S11 7TB

Tel: 236 3545, Fax: 235 6229

Email: [enquiries@bentsgreen.sheffield.sch.uk](mailto:enquiries@bentsgreen.sheffield.sch.uk)

Headteacher (Ringinglow Site) - Ms A Hosty

Headteacher (Gleadless Site) – M L Rzepinski

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### **Discovery Academy**

Park Grange Road, Sheffield, S2 3QF

Tel: 0114 4798000

Email: [discoveryacademy@nexusmat.org](mailto:discoveryacademy@nexusmat.org)

Executive Headteacher: Mrs L Windle

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### **Heritage Park Community School**

#### **(Behavioural, emotional and social difficulties) (Age 7-16)**

Norfolk Park Road, Sheffield, S2 2RU

Tel: 279 6850, Fax: 275 8476

Email: [enquiries@heritagepark.sheffield.sch.uk](mailto:enquiries@heritagepark.sheffield.sch.uk)

Headteacher – Mr M Fairbrother

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### **Holgate Meadow Community School**

#### **(Behavioural, emotional and social difficulties) (Age 7-16)**

Lindsay Road, Sheffield, S5 7WE

Tel: 245 6305, Fax 257 6761

Email: [enquiries@holgatemcs.sheffield.sch.uk](mailto:enquiries@holgatemcs.sheffield.sch.uk)

Headteacher – Ms C Bailey

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### **Seven Hills School**

#### **(Learning difficulties and complex needs)**

Granville Road, Sheffield, S2 2RJ

Tel: 274 3560, Fax 276 5371

Email: [enquiries@sevenhills.sheffield.sch.uk](mailto:enquiries@sevenhills.sheffield.sch.uk)

Headteacher – Ms K Tute

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### **Talbot Specialist School**

#### **(Learning difficulties and complex needs)**

Lees Hall Road, Sheffield, S8 9JP

Tel: 250 7394, Fax: 250 7857

Email: [enquiries@talbot.sheffield.sch.uk](mailto:enquiries@talbot.sheffield.sch.uk)

Headteacher – Ms T Bennett

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# Other useful information

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## Sheffied Special Schools (secondary)

From September 2025

Name of School  
Address  
Tel No.  
Headteacher

### **Bents Green Secondary (Day & Residential) (Age 11-19) (Autism and Communication Difficulties)**

Ringinglow Road, Sheffield, S11 7TB  
Tel: 236 3545, Fax: 235 6229  
Email: enquiries@bentsgreen.sheffield.sch.uk  
Headteacher (Ringinglow Site) - Ms A Hosty  
Headteacher (Gleadless Site) – M L Rzepinski

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### **Discovery Academy**

Park Grange Road, Sheffield, S2 3QF  
Tel: 0114 4798000  
Email: discoveryacademy@nexusmat.org  
Executive Headteacher: Mrs L Windle

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### **Heritage Park Community School (Behavioural, emotional and social difficulties) (Age 7-16)**

Norfolk Park Road, Sheffield, S2 2RU  
Tel: 279 6850, Fax: 275 8476  
Email: enquiries@heritagepark.sheffield.sch.uk  
Headteacher – Mr M Fairbrother

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### **Holgate Meadow Community School (Behavioural, emotional and social difficulties) (Age 7-16)**

Lindsay Road, Sheffield, S5 7WE  
Tel: 245 6305, Fax 257 6761  
Email: enquiries@holgatemcs.sheffield.sch.uk  
Headteacher – Ms C Bailey

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### **Seven Hills School (Learning difficulties and complex needs)**

Granville Road, Sheffield, S2 2RJ  
Tel: 274 3560, Fax 276 5371  
Email: enquiries@sevenhills.sheffield.sch.uk  
Headteacher – Ms K Tute

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### **Talbot Specialist School (Learning difficulties and complex needs)**

Lees Hall Road, Sheffield, S8 9JP  
Tel: 250 7394, Fax: 250 7857  
Email: enquiries@talbot.sheffield.sch.uk  
Headteacher – Ms T Bennett

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# Sheffied Integrated Resources (secondary)

From September 2025

Name of School  
Address  
Tel No.  
Headteacher

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## All Saints Catholic (Aided) Secondary (Physical difficulties)

Granville Road, Sheffield, S2 2RJ

Tel: 272 4851, Fax: 276 5371, Email: enquiries@allsaintslearning.co.uk

Headteacher – Mr S Pender

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## Birley Community College (Communication difficulties)

Birley Lane, Sheffield, S12 3BP

Tel: 239 2531, Fax: 265 5531, Email: enquiries@birleycc.sheffield.sch.uk

Headteacher – Mrs G Newton

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## Ecclesfield Secondary (Hearing impaired)

Chapelton Road, Ecclesfield, Sheffield, S35 9WD

Tel: 246 1156, Fax: 257 0998, Email: enquiries@eccoschool.com

Headteacher – Mr R Walkden

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## Forge Valley Community School (Communication difficulties)

Wood Lane, Sheffield, S6 5HG

Tel: 234 8805, Fax: 232 4120, Email: enquiries@forgevalley.sheffield.sch.uk

Headteacher – Mr D Barrowclough

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## High Storrs Secondary (Hearing impaired)

High Storrs Road, Sheffield, S11 7LH

Tel: 267 0000, Fax: 266 3624, Email: enquiries@highstorrs.sheffield.sch.uk

Headteacher – Mrs C Tasker

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## King Egbert Secondary (Communication difficulties)

Totley Brook Road, Sheffield, S17 3QU

Tel: 235 3855, Fax: 236 2468, Email: enquiries@ecgbert.sheffield.sch.uk

Headteacher – Mr P Haigh

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## Silverdale Secondary (Hearing impaired)

Bents Crescent, Sheffield, S11 9QH

Tel: 236 9991, Fax: 262 0627, Email: enquiries@silverdale.sheffield.sch.uk

Headteacher – Mrs S Simms

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## Tapton Secondary (Visually impaired)

Darwin Lane, Sheffield, S10 5RG

Tel: 267 1414, Fax: 294 1155, Email: enquiries@taptonschool.co.uk

Headteacher – Ms K Rhodes

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## Sheffield Admissions Website

The Pupil Admissions Team has its own website. A copy of this booklet can be found on the site with links to other relevant sites. A full and detailed copy of Sheffield's co-ordinated admission scheme can also be found on the website. The website also has details about the Admission team, catchment areas and copies of application forms. The website address is;  
[www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

## School Terms and Holidays 2025-2026

Please refer to the Council's website for details of term dates and school holiday.

**[www.sheffield.gov.uk/home/schools-childcare/school-information-term-dates](http://www.sheffield.gov.uk/home/schools-childcare/school-information-term-dates)**

Please note that each school organises 5 training and development days which are determined by the school. For information on specific training days you should contact the individual school.

## Complaints

If you are unhappy with the service you have received and would like to make a complaint, you should put your concerns in writing to the Principal Admissions Officer at the address given on page 113. This procedure should not be confused with the appeal process described on page 23 which allows you to appeal for a different school to the one you have been allocated.

If you wish to complain against the process followed by Sheffield Local Authority, contact:

Local Government Ombudsman  
PO Box 4771  
Coventry CV4 0GH

Tel: 0300 061 0614

Website: [www.lgo.org.uk](http://www.lgo.org.uk)

## School Transport Entitlement for Secondary Schools

This section of the booklet describes the Children, Young People and Families responsibility with regards to Home to School Transport for "Eligible children". Before applying for free transport you are advised to read this section.

## How to Apply for Free Transport

To apply for a Zero Fare bus pass, contact the Customer First Team on 0114 273 4567. You will be sent an application form. You must return the completed form to the following address:

Customer Services  
Floor 2, Howden House  
Union Street  
Sheffield S1 2SH

If your child meets the criteria for transport the Authority will provide a bus pass enabling your child to travel free of charge to and from school on public transport.

Please note that Sheffield Authority does not have a statutory duty to provide transport for children who do not meet the criteria.

Please note that misuse of the bus pass or inappropriate behaviour on the bus, may result in the withdrawal of the pass. Pupils attending a Sheffield school but who live outside the Sheffield boundary must apply to their Home Authority.

Before applying for free transport you are advised to read the following information about Sheffield's Transport policy.

## General Entitlement to Free Transport

The Authority will make provision for free home to school transport in certain circumstances for children of compulsory school age, irrespective of income. Parents and Carers may apply for places at any school and will be offered a place if there is availability. Normally if a place is taken up outside the catchment area the child would not be eligible for free transport.

Statutory eligibility criteria for free home to school transport:

- Your child is under 8 years old, attends their catchment area or nearest suitable school and lives more than two miles from the school by the most direct walking distance, accompanied as necessary.
- Your child is 8 years old or over attends their catchment area or nearest suitable school and lives more than three miles from the school by the most direct walking distance, accompanied as necessary.
- The Authority must also make free transport available for children who live within the statutory walking distances of their nearest qualifying school but the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.

The Authority's Road Safety Team may be requested to undertake an assessment of a specific journey. In doing so it will consider any proposed journey under nationally approved criteria Factors taken into account will include:

- The age of the child
- Whether any potential risk could be mitigated against if the child was accompanied.
- The width of any road travelled on and the existence of pavements

- The volume and speed of traffic
- The existence or otherwise of street lighting

## Secondary Schools

### Children entitled to free school meals

If your child is entitled to free school meals and will be attending a secondary school which is one of three nearest schools which is over 2 miles and under 6 miles from your home, you will receive a letter explaining how to apply for free home to school transport following the National Offer Day (1 March or nearest working day).

If your child is entitled to free school meals and will be attending their nearest school on the grounds of your religion or belief, which is over 2 miles and under 15 miles from your home, your child is eligible for a free bus pass.

### Parents who are on their maximum level of Working Tax Credit need to:

- Be in receipt of their maximum Working Tax Credit (this has to be at the date of allocation for secondary school ie, 1 March or nearest working day)
- Be attending one of three nearest Secondary schools that are over 2 miles and under 6 miles from your home; or

If the school your child is attending is on the grounds of religion or belief the check will be on whether the school is the nearest school up to 15 miles from your home.

If you meet both criteria you will qualify for a zero fare bus pass to enable your child to travel to and from school free of charge on public transport.

### All other parents

If you think your child is eligible for free transport you should telephone Customer

First Team on 0114 273 4567 to request an application form, or call into First point at Howden House. Once the form is completed return it as described above under “How to Apply for Free Transport”.

### **Pupils With Special Educational Needs**

Parents who have a child with an Education Health Care Plan or a statement of special education needs may also apply for free travel assistance. The Special Educational Needs Section will consider requests for pupils whom have an Education Health Care Plan or a statement of Special Educational Needs.

If travel assistance is approved and named in the child’s statement, a zero fare bus pass will be provided for pupils able to travel on public transport. In other cases a taxi or minibus may be provided.

## **Home to School Transport Appeals Process**

The following two stage home to school transport review/appeals process will be implemented for applicants who do not meet the statutory eligibility criteria and have been refused assistance with transport to a school.

The parent/carer who wishes to challenge a decision about the transport arrangements offered to their child, including questions of their child’s eligibility for travel support, the distance measurement and the safety of the route, will be entitled to seek a review of and, if necessary, an appeal to the Admissions Committee against the decision.

### **Stage one:**

Once a decision has been made to refuse Home to School Transport, a parent/carer will receive a letter from Customer First informing them that:

They have **20 working days** from receipt of the local authority’s home to school transport decision, to make a written

request asking for a review of that decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within **20 working days** of receipt of the parent’s written request, a senior officer will review the original decision and send the parent a detailed written outcome setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. How the review was conducted (including the standard followed e.g. consideration of eligibility criteria, qualifying schools, Road Safety etc. if appropriate);
4. Information about other departments and/or agencies if they were consulted as part of the process (if appropriate);
5. The rationale for the decision reached;
6. Information regarding further escalation of the appeals process to stage two (if appropriate).

### **Stage two:**

The parent/carer has 20 working days from receipt of the local authority’s Stage one decision to make a written request to escalate the matter to stage two where an Admissions Committee will meet and consider the individual circumstances. The parent/carer should submit detailed reasons for the appeal, together with any supporting information/documents.

The Terms of Reference for the Admissions Committee is set out in the Council’s Constitution. The Committee have delegated authority to determine appeals against decisions to refuse transport. This means that the Committee

has discretion to consider any case that does not fall within the Council's Home to School Transport Policy. The Committee is experienced with regard to school transport legislation guidance.

Within **40 working days** of receipt of a request for escalation, the Committee will consider representations from the parent and Local Authority officers. The appeal will be determined on the basis of the written material submitted.

Before reaching their decision the Committee will look at all the available information and documentary evidence and reach a considered view in light of their discretion. The Committee will consider whether there are any exceptional educational, financial, medical, physical, family or social circumstances. The Committee will also consider the reasons for choosing a particular school.

Once a decision has been reached the parent/carer will receive a detailed written outcome of the appeal setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. The rationale for the decision reached;
4. How the review was conducted (including consideration of eligibility criteria qualifying schools, road safety assessments etc, if appropriate);
5. The guidelines and standards followed (including statutory duties, DFE guidelines, road safety assessments);
6. Information about other departments and/or agencies that were consulted as part of the process (if appropriate);
7. If refused, information about escalation to the Local Government Ombudsman (see below).

## **Complaint to the Local Government Ombudsman/Judicial Review**

The decision of the Committee is final and there is no further appeal, unless there have been significant and material changes in the parent's circumstances that require a new decision about their application, e.g. medical reasons or they have moved house.

Where an appeal is unsuccessful at Stage two, appellants will be notified that they have the right of complaint to the Local Government Ombudsman, only where complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in

the way the appeal was handled.

If the complainant considers the decision of the Admission Committee to be flawed on public law grounds, the complainant may also apply for judicial review.

This document will be published on the Sheffield City Council's website and paper copies will be provided with refusal letters.

## **Special Educational Needs (SEN) Section**

Most children with special educational needs are educated in mainstream schools. A small minority of children have more complex needs.

The SEN Section works with schools and families to ensure that all children with SEN are identified and supported appropriately. The SEN Section allocates Special School and Integrated Resource Unit placements.

The SEN service deals specifically with those children who have an Education Health Care Plan or Statements and are moving from Primary to Secondary School, Infant to Junior School and Nursery to Primary School.

The SEN Team aims to liaise closely with



parents, schools and relevant support services and agencies to ensure that the transition process for pupils with an Education Health Care Plan or with a Statement is managed as smoothly as possible.

For further information contact the Transitions Team on (0114) 273 6394.

## Secondary Admissions In Sheffield – Contact Details

The Admissions team is based at Howden House

### Contact us:



#### Secondary Admissions

Floor 5, South  
Howden House  
Union Street  
Sheffield



S1 2SH  
Tel: 0114 273 5790



ed-admissions  
@sheffield.gov.uk

### Our office hours are:

Monday – Thursday 9.00am – 5.00pm

Friday 9.00am – 4.45pm  
(Except bank holidays).

# Addresses of Neighbouring Authorities

## **Rotherham**

Children and Young People's Services  
Riverside House  
Main Street  
Rotherham S60 1AE

Tel: 01709 823777

E-mail:  
[admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

## **Derbyshire**

Admissions and Transport Team  
Derbyshire County Council  
School Road  
Chesterfield  
Derbyshire S41 8LJ

Tel: 01629 537479

E-mail:  
[admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk)

## **Barnsley**

Schools Admissions  
PO Box 634  
Barnsley S70 9GG

Tel: 01226 773689/773588/  
773677/773670

E-mail:  
[admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)

web:  
[www.barnsley.gov.uk/schooladmissions](http://www.barnsley.gov.uk/schooladmissions)

## **Doncaster**

Doncaster Council  
School Admissions  
Civic Office  
Waterdale  
Doncaster DN1 3BU

Tel: 01302 736000

E-mail: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)  
web: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

This document can be supplied in alternative formats,  
please contact - tel: 0114 273 5790

Sheffield City Council  
Secondary Admissions  
[ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)