

# A guide for parents

## Entry into Primary School 2022/23

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

**You must apply by  
15 January 2022**

### Save Time - Apply online

The Reception Admissions Team can be contacted on (0114) 273 5766 or by email at [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)



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# Introduction

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Your child will be starting school. It is natural that you may 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 Controlled and Voluntary Aided schools in Sheffield, Academies and Broomhill Infant (Foundation) School. It is designed to explain the procedures for applying for a Reception place for your child.

Please read 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. You can contact the Primary Admissions Team on 0114 273 5766. For more information about how to contact the team, see page 137.

# Making an application for a school place

## 2

### Admissions – Top Tips

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

#### **1. You complete a Common Application Form (CAF)**

If you do not complete a form or apply online you will not be offered a place at a Sheffield School. 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 15 January 2022**

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. See page 105 for how late applications are processed.

#### **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. You need to work out where you are on the list of priorities for entry for each school you wish to consider. The Admissions team can help you with this. 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 page 7 of this

booklet. These criteria determine which children have priority for admission, please read and understand them. If you are applying for a Church Aided or Foundation School their criteria are also contained in the booklet.

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

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

#### **6. Consider your options carefully**

The Authority cannot advise you to apply for your catchment area school. It can however advise you of the possible outcomes if you do not. 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 automatically be offered a place there.

If for example your catchment area 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 therefore want to consider applying for your catchment school as your second or third preference. The Authority does not guarantee places to catchment children.

#### **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 cohort and by application patterns in any given year.

## **10. Provide any additional information**

You are responsible for providing supporting information for 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. See page 8 for more advice about tie breakers and providing information to support your application and how the Admission Committee will consider it.

## **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. Contact details are provided on page 137.

# **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 you have less chance of being offered a place 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. If we receive more applications than places, the oversubscription criteria and distance from home to school will be used as a tie-breaker.

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

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

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

You have less chance of receiving a place at one of the schools that you have applied for. For information on how the authority will deal with late applications, please see page 133.

## **5. Am I guaranteed a place at a primary school if I have another child there?**

No, again there are no guarantees. Outcomes will depend on the number of applications received. Parents need to consider this carefully before making a preference.

## **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 places we will prioritise places in the following order:

1. Children in Care or previously in Care
2. Catchment Area with Sibling
3. Catchment Area
4. Siblings of children previously refused a place at their catchment school
5. Siblings
6. Other applications

Church schools will apply their own criteria.

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

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 for which you are refused admission for.

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

The waiting list starts on 19 April 2022 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 "Other" 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 the end of the summer term 2023. If a place becomes available at a school it will be offered to the first pupil on the list.

### **11. How does the appeal process work?**

You have an automatic right of appeal for any school for which you are refused admission. The appeal panel is independent of the Local Authority and has the authority to offer a place at a school that is "full". You will be notified of the appeal process if you are refused admission at any of your preferred schools.

### **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 appeal on time, appeals are normally heard in June and July. Appeals for Sheffield Schools are held at the Town Hall in the City Centre. 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:

1. Sheffield Local Authority Admissions website  
<http://www.sheffield.gov.uk/pupiladmissions>
2. Advisory Centre for Education (Independent)  
<http://www.ace-ed.org.uk>  
Telephone 020 7704 3370
3. OFSTED (School Inspections)  
<http://www.ofsted.gov.uk>



## Eligibility for a School Place

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

## Oversubscription Criteria

### (for sheffield community, voluntary controlled schools and Academies)

The following oversubscription criteria confirm the priorities for admission to Sheffield Community and Voluntary Controlled Primary Schools and Academies, (for details of the oversubscription criteria for Voluntary Aided Schools, please see **pages 40 onwards**).

For Broomhill Infant Foundation School see **page 124**.

## Special Educational Needs

Any child that has an Education Health Care Plan (EHCP) that names a specific school must be offered a place there. The following oversubscription criteria outline the priorities for admission to Sheffield Community Schools, Voluntary Controlled Schools and Academies.

### 1 - CHILDREN IN CARE OR PREVIOUSLY IN CARE

Children in Care (previously In Care)

Children who are in care or were previously in care, 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. 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 & SIBLING

Children who live in the catchment area at the latest date for receiving applications **and** who will have siblings attending the preferred school or linked Junior School (see 5 for further definition of sibling).

### 3 - CATCHMENT AREA

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

Catchment areas can be checked at [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

### 4 - BROTHERS AND SISTERS OF CHILDREN REFUSED A PLACE AT THEIR CATCHMENT SCHOOL

In circumstances where, in previous years, parents had applied on time 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 school available.

### 5 - BROTHERS OR SISTERS

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 attend or has been allocated the preferred or linked school

at the point of entry. In addition where the requested school is an infant school, the attendance of an older sibling at the linked junior school will be included.

## 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

Where the admission number is reached mid admission category there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated by supporting evidence from a professional an application may be prioritised by the Admissions Committee but only within the same admission category (please see the detailed explanation of how the Admissions Committee operates).

If you feel you have exceptional circumstances you should provide full details and supporting third party evidence. For **example**, if your reasons relate to a medical condition of you or your child, you should support your explanation with a letter from a relevant medical professional.

- If there are no exceptional circumstances, all other 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 from the school to the house.

### 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 DISTANCE FROM THE SCHOOL

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

The Random Allocation will:

- (i) be independently supervised by a representative of the Legal and Governance Department;

Unless otherwise published, Academies have determined the same oversubscription criteria as the Local Authority's

## Admissions Committee

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

Only where parents provide additional third party evidence from a professional to support their application, will it be submitted to the Admission Committee which may consider giving priority within category if it is satisfied that circumstances are exceptional.

If supporting information from a professional is **not** provided then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 19 April 2022).

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

## When will the process start?

**October 2021**

If you live in Sheffield you will receive a leaflet and covering letter explaining how to apply for a school place.



**15 January 2022**

Closing date for returning your completed application



**19 April 2022**

Offer Date

## What decisions do I have to make?

You must decide which school(s) you wish to apply for. If you do not express your preferences 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 affects your preferences,

please contact the SEN Team on 0114 273 6394.

## What happens next?

The Primary Admissions Team will aim to acknowledge your application form and telephone application within three weeks of receiving it. If you do not receive an acknowledgement within this time you should contact The Primary Admissions Team.

On 19 April 2022, a letter will be sent to your home address. You will be informed of your single allocated school place. This may or may not be one of your three preferences.

To find out how the Authority allocates

school places see page 8 which explains Sheffield Authority's oversubscription criteria. Page 114 explains the co-ordinated admission scheme. For information about the oversubscription criteria for Voluntary Aided and Foundation schools in Sheffield, see pages 32 to 100.

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

If you change your mind before the closing date of 15 January 2022.

- Write to Primary Admissions confirming your new preferences, the ranked order and supporting reasons.

If you submit a change of preferences the Authority will disregard all previous applications. The Authority will only process one common application per pupil at any given time.

Applications and changes received up to 31 January 2022, will be processed and receive an outcome which will be communicated to parents on 19 April 2022.

All other applications/changes received after 31 January 2022 will be treated as late and dealt with as described on page 133.

## Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements.

**The Authority takes the issue of fraudulent application 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.

All allocations made in error will also be withdrawn.

- The facility is available 24 hours a day 7 days a week until noon on 7 December 2021.

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

- At home
- At a 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) click on the "online admissions" site.

This will take you to the Pupil Admissions online facility. From here you will be guided through the process.

### How to register

- All users will need to register their details before an application can be made.
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

## Online Admissions

### Save Time Apply Online at [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

You can 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.
- We will let you know which school your child has been allocated via e-mail on 19 April 2022.
- There is no risk that your application will get lost in the post.

### Making an application

- Your child has been allocated a Unique Identification Number (UID). This is on your letter.
- Enter the UID, 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 enter your preferences.
- 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 e-mail account confirming receipt of your application and listing the schools you have expressed.
- Please note, if you are applying for a Voluntary Aided (Church) school, you are required to complete the relevant additional information form at the back of this book and return to the school(s) for which you are applying.
- 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 Admissions on 0114 273 5766 or [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

The closing date for submission of primary applications is 15 January 2022 but the online site is only available until noon on 7 December 2021.

Use this space to record the details you will require to make an application.

E-mail address .....

Password.....

Date submitted.....

# Detailed Information

## Sheffied Primary Schools

### From September 2022

For details of schools with an integrated resource for pupils with special educational needs, please see page 143. Age range refers to age at 1 September 2021.

NB: The approximate number on roll excludes nursery children.

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Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Abbey Lane Primary (IJ)</b> , Abbey Lane, S8 0BN Tel: 274 5054, Fax: 274 6708, Headteacher—Mrs M Stafford E-mail: enquiries@abbeylane.sheffield.sch.uk	4+–10+	543	90	—
<b>Abbeyfield Primary Academy (NIJ)</b> , Orphanage Road, S3 9AN Tel: 244 1512, Fax: 242 0109, Executive Head—Ms H Best E-mail: enquiries@abbeyfield.sheffield.sch.uk	3+–10+	334	60	39
<b>Acres Hill Community Primary (NIJ)</b> , Mather Road, S9 4GQ Tel: 244 1512, Fax: 244 1577, Headteacher—Ms C Whittingham E-mail: enquiries@acreshill.sheffield.sch.uk	3+–10+	200	30	26
<b>Angram Bank Primary (NIJ)</b> , Kinsey Road, High Green, S35 4HN Tel: 284 8553, Fax: 284 6894, Headteacher—Ms A Carr E-mail: enquiries@angrambank.sheffield.sch.uk	3+–10+	171	30	39
<b>Anns Grove Primary (NIJ)</b> , Anns Road, S2 3DJ Tel: 255 0398, Fax: 255 8798, Headteacher—Mrs S Fearnough E-mail: enquiries@annsgrrove.sheffield.sch.uk	3+–10+	324	45	26
<b>Arbours thorne Community Primary (NIJ)</b> , Eastern Avenue, S2 2GQ Tel: 239 8163, Fax: 264 2716, Learning Support Unit 266 5241 Executive Headteacher—Mrs V Langley, Head of School—Ms L Pediani E-mail: enquiries@arbours thorne.sheffield.sch.uk	3+–10+	387	60	39
<b>Astrea Academy Sheffield (Primary Phase,)</b> Andover Street, S3 9BE Tel: 553 9110, Principal—Mrs K Wilson E-mail: info@astreasheffield.org	2–11	184	60	60
<b>Athelstan Primary (IJ)</b> , Richmond Park Drive, S13 8HH Tel: 269 2301, Fax: 254 8710, Headteacher—Ms D Halliday E-mail: enquiries@athelstan.sheffield.sch.uk	4+–10+	587	90	—
<b>Ballifield Primary (NIJ)</b> , Handsworth Grange Road, S13 9HH Tel: 269 7557, Fax: 269 1082, Headteacher—Mrs A Smith E-mail: enquiries@ballifield.sheffield.sch.uk	3+–10+	413	60	39
<b>Bankwood Primary (IJ)</b> , Bankwood Close, S14 1LW Tel: 239 6711, Fax: 249 4085, Headteacher—Ms W Edwards E-mail: enquiries@bankwood.sheffield.sch.uk	4+–10+	345	60	—

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Beck Primary (NIJ)</b> , Beck Road, S5 0GG Tel: 246 7536, Fax: 257 1730, Executive Headteacher—Mr S Bridges E-mail: enquiries@beck.sheffield.sch.uk	3+–10+	607	90	52
<b>Beighton N I</b> , School Road, S20 1EG Tel: 248 6572, Fax: 247 5653, Headteacher—Ms H Reid E-mail: enquiries@beighton.sheffield.sch.uk	3+–6+	220	90	39
<b>Birley Primary Academy (IJ)</b> , Thornbridge Avenue, S12 3AB Tel: 239 9002, Executive Headteacher—Mr S Robinson, Associate Headteacher—Ms D McAughey E-mail: enquiries@birley-pri.sheffield.sch.uk	4+–10+	515	90	–
<b>Birley Spa Primary (NIJ)</b> , Jermyn Crescent, S12 4QE Tel: 239 9106, Fax: 253 1236, Executive Headteacher—Mrs Melany Pemberton E-mail: enquiries@birleyspa.sheffield.sch.uk	4+–10+	331	45	39
<b>Bradfield Dungworth Primary (IJ)</b> , The Green, Dungworth, S6 6HE Tel: 285 1338, Fax: 285 1901, Headteacher—Mrs H Adams E-mail: enquiries@bradfielddungworth.sheffield.sch.uk	4+–10+	134	15	–
<b>Bradway Primary School (IJ)</b> , Bradway Drive, S17 4PD Tel: 236 3723, Fax: 235 2576, Headteacher—Mr P Stockley E-mail: enquiries@bradway.sheffield.sch.uk	4+–10+	420	60	–
<b>Brightside (N I)</b> , Jenkin Road, S9 1AS Nursery: 261 9867, Infant: 244 1826, Fax: 261 7941 Headteacher—Mrs L Mercer E-mail: enquiries@brightside.sheffield.sch.uk	3+–6+	151	60	39
<b>Brook House (J)</b> , School Road, S20 1EG Tel: 248 7754, Fax: 251 1948, Headteacher—Mr. J Huckstepp E-mail: enquiries@brookhouse.sheffield.sch.uk	7+–10+	324	90	–
<b>Brunswick Community Primary (NIJ)</b> , Station Road, S13 7RB Tel: 269 5315, Fax: 269 6081, Headteacher—Mr N Frankland E-mail: enquiries@brunswick.sheffield.sch.uk	3+–10+	405	60	39
<b>Byron Wood Primary (NIJ)</b> , Earldom Road, S4 7EJ Tel: 272 3624, Fax: 249 4981, Headteacher—Mrs B wood E-mail: enquiries@astreabyronwood.org	3+–10+	389	60	39
<b>Carfield Primary (NIJ)</b> , Argyle Road, S8 9HJ Tel: 255 7534, Fax: 258 0335, Executive Headteacher—Mrs W Edwards, Head of school—Mrs H Mohammed, E-mail: enquiries@carfield.sheffield.sch.uk	3+–10+	529	90	39
<b>Carterknowle (J)</b> , Carterknowle Road, S7 2DY Tel/Fax: 255 2347, Executive Headteacher—Mrs H Haynes, Head of School: Mrs G Clark E-mail: communication@carterknowle.sheffield.sch.uk	7+–10+	233	60	–
<b>Charnock Hall Primary Academy (IJ)</b> , Carter Hall Road, S12 3HS Tel: 239 6083, Fax: 264 4447, Headteacher—Mr P Burgess E-mail: enquiries@charnockhall.sheffield.sch.uk	4+–10+	395	60	–
<b>Coit Primary (IJ)</b> , Park Avenue, Chapelton, S35 1WH Tel/Fax: 246 8710, Executive Headteacher—Mrs J Eagleton, Head of School—Ms G Rodrigo E-mail: enquiries@coit.sheffield.sch.uk	4+–10+	191	30	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Concord (J) part of Brigantia Learning Trust</b> , Fife Street, S9 1NR Tel: 249 5050, Fax: 249 5051, Executive Principal Mrs L Hoyle, Associate Principal—Miss N Sherwood E-mail: enquiries@concordschool.net	7+–10+	205	60	—
<b>Dobcroft (I)</b> , Pingle Road, S7 2LN Tel: 236 8099, Fax: 236 8014, Headteacher—Ms C Rowland E-mail: enquiries@dobcroft-inf.sheffield.sch.uk	4+–6+	255	90	—
<b>Dobcroft (J)</b> , Pingle Road, S7 2LN Tel: 236 8075, Fax: 262 1648, Headteacher—Mrs N Sexton E-mail: enquiries@dobcroft-jun.sheffield.sch.uk	7+–10+	403	90	—
<b>Dore Primary (IJ)</b> , Furniss Avenue, S17 3QP Tel: 236 8690, Fax: 235 3206, Headteacher—Mrs L Glossop E-mail: enquiries@dore.sheffield.sch.uk	4+–10+	451	60	—
<b>E-Act Pathways Academy (NIJ)</b> , Raisen Hall Road, S5 7NA Tel: 231 0044, Fax: 249 5615, Principal—Ms S Moore E-mail: pathwaysenquiries@e-act.org.uk	3+–10+	385	60	21
<b>Ecclesall Primary</b> , High Storrs Road, S11 7LG Tel: 266 3137, Fax: 267 8743, Executive Headteacher—Mrs E Hardy, Head of School—Ms N Ramsey E-mail: enquiries@ecclesall-inf.sheffield.sch.uk	4+–10+	597	90	—
<b>Ecclesfield Primary (IJ)</b> , High Street, Ecclesfield, S35 9UD Tel: 246 7396, Fax: 257 0854, Executive Headteacher—Mrs J Eagleton, Head of School—Ms R Binns E-mail: enquiries@ecclesfield-pri.sheffield.sch.uk	4+–10+	386	60	—
<b>Fox Hill Primary (NIJ)</b> , Keats Road, S6 1AZ Tel: 231 3469, Fax: 285 3661, Executive Principal—Mrs N Shipman, Principal—Mr M Revill E-mail: enquiries@foxhill.sheffield.sch.uk	3+–10+	278	45	52
<b>Gleadless Primary (NIJ)</b> , Hollinsend Road, S12 2EJ Tel: (j) 239 9705, (ni) 239 6130, Fax: 239 6956 Executive Headteacher—Mrs V Langley, Head of School—Ms S Gaffney E-mail: enquiries@gleadless.sheffield.sch.uk	3+–10+	378	60	39
<b>Greengate Lane Primary Academy (NIJ)</b> , Greengate Lane, High Green, S35 3GT Tel/Fax: 284 8322, Headteacher—Mr P Cross E-mail: enquiries@astreagreengatelan.org	3+–10+	187	30	39
<b>Greenhill Primary (IJ)</b> , Greenhill Main Road, S8 7RA Tel: 237 7080, Fax: 283 9330, Headteacher—Mr S Ellin E-mail: enquiries@greenhill.sheffield.sch.uk	4+–10+	454	75	—
<b>Grenoside Primary (IJ)</b> , Norfolk Hill, Grenoside, S35 8QB Tel: 246 7380, Fax: 257 7718, Headteacher—Mrs P Smith E-mail: enquiries@grenoside.sheffield.sch.uk	4+–10+	307	50	—
<b>Greystones Primary (IJ)</b> , Tullibardine Road, S11 7GL Tel: 266 3413, Fax: 268 6235, Headteacher—Mr C Jennings E-mail: enquiries@greystones.sheffield.sch.uk	4+–10+	625	90	—
<b>Halfway (NI)</b> , Station Road, S20 3GU Tel/Fax: 248 2360, Headteacher—Ms P Bestall E-mail: enquiries@halfway-inf.sheffield.sch.uk	4+–6+	156	60	—



Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Halfway (J)</b> , Halfway Centre, Halfway, S20 4TA Tel: 248 2629, Fax: 251 0964, Executive Headteacher—Mr M Fallon, Head of School—Mrs D Shepherd E-mail: enquiries@halfway-jun.sheffield.sch.uk	7+–10+	220	60	—
<b>Hallam Primary (IJ)</b> , Hallam Grange Crescent, S10 4BD Tel 230 4430, Fax: 230 9565, Headteacher Ms J Ramsden, Executive Headteacher Mr C Stewart E-mail: enquiries@hallam.sheffield.sch.uk	4+–10+	627	90	—
<b>HBH Academy Hartley Brook Primary (NIJ)</b> , Hartley Brook Road, S5 0JF Tel: 245 6882, Fax: 240 2544, Head of Lower School—C. Costello, Head of Upper School—M. Cockayne E-mail: HBenquiries@astreahartleybrook.org	3+–10+	580	90	39
<b>HBH Academy Hatfield Primary (IJ)</b> , Hatfield House Lane, S5 6HY Tel: 245 6871, Fax: 257 1582, Head of Lower School—C. Costello, Head of Upper School—M. Cockayne E-mail: enquiries@astreahatfield.org	4+–10+	356	60	—
<b>High Green Primary (IJ)</b> , Wortley Road, High Green, S35 4LU Tel: 284 8264, Fax: 284 8901, Headteacher—Ms D Smales E-mail: enquiries@highgreen.sheffield.sch.uk	4+–10+	210	30	—
<b>High Hazels Academy (J)</b> , Fisher Lane, S9 4RP Tel: 244 2189, Fax: 244 5479, Executive Headteacher—Asma Maqsood-Shah E-mail: enquiries@highhazelsacademy.org.uk	7+–10+	333	90	—
<b>High Hazels Academy (NI)</b> , Fisher Lane, S9 4RP Tel: 244 1757, Fax: 243 3260, Executive Headteacher—Asma Maqsood-Shah E-mail: enquiries@highhazelsacademy.org.uk	3+–6+	243	90	52
<b>Hillsborough Primary (NIJ)</b> , Parkside Road, S6 2AA Tel: 234 7898, Fax: 285 2006, Executive Headteacher—Mrs A Lant, Headteacher—Ms N Wileman E-mail: enquiries@hillsborough.sheffield.sch.uk	3+–10+	336	60	26
<b>Hinde House (2-16) Academy part of Brigantia Learning Trust</b> , Bracken Road, S5 6FH Tel: 242 6874, Fax: 256 0491, Executive Principal —Ms V Simcock, Associate Principal (Primary Phase) – Mrs D Maclean. E-mail: enquiries@hindehouse.net	3+–10+	403	60	39
<b>Holt House (I)</b> , Bannerdale Road, S7 2EW Tel: 255 3717, Fax: 280 3507, Executive Headteacher—Mrs H Haynes E-mail: communications@holthouse.sheffield.sch.uk	4+–6+	168	60	—
<b>Hucklow Primary (IJ)</b> , Hucklow Road, S5 6TB Tel: 242 6736, Fax: 261 0154, Executive Headteacher—Mrs S Bridges, Head of School—Mrs L Duckworth E-mail: enquiries@hucklow.sheffield.sch.uk	4+–10+	398	60	—
<b>Hunter's Bar (I)</b> , Sharrow Vale Road, S11 8ZG Tel: 266 0541, Fax: 268 5604, Headteacher—Mrs C Carr E-mail: enquiries@huntersbar-inf.sheffield.sch.uk	4+–6+	258	90	—
<b>Hunter's Bar (J)</b> , Sharrow Vale Road, S11 8ZG Tel: 266 0547, Fax: 268 4878, Headteacher—Mr M Watson E-mail: enquiries@huntersbar-jun.sheffield.sch.uk	7+–10+	401	90	—

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Intake Primary (Trust) (IJ)</b> , Mansfield Road, S12 2AR Tel: 239 9824, Fax: 239 5019, Headteacher—Mrs L Reid E-mail: enquiries@intake.sheffield.sch.uk	4+–10+	405	60	—
<b>Limpsfield (J)</b> , Jenkin Avenue, S9 1AN Tel: 243 0925, Fax: 242 3808, Headteacher—Mr M Moss E-mail: enquiries@limpsfield.sheffield.sch.uk	7+–10+	201	60	—
<b>Lound Academy (I)</b> , Sherburn Gate, Chapeltown, S35 2EU Tel/Fax: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-inf.sheffield.sch.uk	4+–6+	130	60	—
<b>Lound Academy (J)</b> , Lound Side, Chapeltown, S35 2UT Tel: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-jun.sheffield.sch.uk	7+–10+	197	60	—
<b>Lowedges Junior Academy (NIJ)</b> , Low Edges Road, S8 7JG Tel: 237 2196, Fax: 237 5194, Headteacher—Ms R Scutt E-mail: info@lowedgesacademy.org	3+–10+	313	60	26
<b>Lower Meadow Primary (Trust) (NIJ)</b> , Batemoor Road, S8 8EE Tel: 237 2700, Fax: 237 8572, Principal—Mrs K Brown E-mail: enquiries@astrealowermeadow.org	3+–10+	269	45	26
<b>Lowfield Primary (IJ)</b> , London Road, S2 4NJ Tel: 255 2501, Fax: 250 9530, Headteacher—Mr C Holder E-mail: enquiries@lowfield.sheffield.sch.uk	4+–10+	343	60	—
<b>Loxley Primary (IJ)</b> , Rodney Hill, Loxley, S6 6SG Tel: 234 4510, Fax: 234 5058, Headteacher—Mr J Connolly E-mail: enquiries@loxley.sheffield.sch.uk	4+–10+	202	30	—
<b>Lydgate (I)</b> , Lydgate Lane, S10 5FQ Tel: 266 2450, Fax: 267 8268, Headteacher—Mr D Bromage E-mail: enquiries@lydgate-inf.sheffield.sch.uk	4+–6+	336	120	—
<b>Lydgate (J)</b> , Manchester Road, S10 5DP Tel: 266 9500, Fax: 263 8210, Headteacher—Mr S Jones E-mail: enquiries@lydgate-jun.sheffield.sch.uk	7+–10+	442	120	—
<b>Malin Bridge Primary (IJ)</b> , Dykes Lane, S6 4RH Tel: 234 1379, Fax: 231 5679, Headteacher—Mr R McGarth E-mail: enquiries@malinbridge.sheffield.sch.uk	4+–10+	508	75	—
<b>Manor Lodge Primary (IJ)</b> , Manor Lane, S2 1UF Tel: 272 5054, Fax: 279 5907, Head of School—Mr B Cuff, Executive Headteacher—Mrs J Bradshaw E-mail: enquiries@manorlodge.sheffield.sch.uk	4+–10+	329	45	—
<b>Mansel Primary (IJ)</b> , Chaucer Road, S5 9QN Tel: 232 1278, Fax: 231 5726, Executive Principal—Mrs N Shipman, Principal—Ms E Matthews E-mail: enquiries@mansel.sheffield.sch.uk	3+–10+	392	60	39
<b>Marlcliffe Primary (IJ)</b> , Marlcliffe Road, S6 4AJ Tel: 234 4329, Fax: 234 3186, Headteacher—Mrs A Mann E-mail: enquiries@marlcliffe.sheffield.sch.uk	4+–10+	493	75	—

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>*Meersbrook Bank Primary (NIJ)</b> , Derbyshire Lane, S8 9EH Tel: 281 4423, Fax: 281 2990, Headteacher—Ms Harvey E-mail: enquiries@meersbrookbank.sheffield.sch.uk	3+–10+	197	30	32.5
<b>Meynell Primary (NIJ)</b> , Meynell Road, S5 8GN Tel: 231 1425, Fax: 285 3326, Executive Headteacher—Mrs A Lant, Head of School Ms V Garratt E-mail: enquiries@meynell.sheffield.sch.uk	4+–10+	327	60	39
<b>Monteney Primary (NIJ)</b> , Monteney Crescent, S5 9DN Tel: 246 7916, Fax: 246 7965, Executive Principal—Mrs N Shipman, Principal—Mrs C Hayes E-mail: enquiries@monteney.sheffield.sch.uk	3+–10+	403	60	39
<b>Mosborough Primary (IJ)</b> , New School Road, S20 5ES Tel: 248 6211, Fax: 247 7121, Headteacher—Mr M Fallon E-mail: enquiries@mosborough.sheffield.sch.uk	4+–10+	421	60	–
<b>Mundella Primary (IJ)</b> , Mundella Place, S8 8SJ Tel/Fax: 255 1348, Headteacher—Mr W Smith E-mail: enquiries@mundella.sheffield.sch.uk	4+–10+	469	60	–
<b>Nether Edge Primary (NIJ)</b> , Glen Road, S7 1RB Tel: 255 0926, Fax: 250 7387, Co-Headteacher—Ms M Knott and Ms K Hall E-mail: enquiries@netheredge.sheffield.sch.uk	3+–10+	389	60	26
<b>Nether Green (I)</b> , Stumperlowe Park Road, S10 3QP Tel: 230 4094, Fax: 230 9814, Headteacher—Mrs L Hawkins E-mail: enquiries@nethergreen-inf.sheffield.sch.uk	4+–6+	208	75	–
<b>Nether Green (J)</b> , Fulwood Road, S10 3QA Tel: 230 2461, Fax: 263 0189, Headteacher—Ms S Jackson E-mail: enquiries@nethergreen-jun.sheffield.sch.uk	7+–10+	354	90	–
<b>Netherthorpe Primary (NIJ)</b> , Netherthorpe Street, S3 7JA Tel/Fax: 272 6834, Headteacher—Mrs E Gray E-mail: enquiries@netherthorpe.sheffield.sch.uk	3+–10+	195	30	26
<b>Nook Lane (J)</b> , Nook Lane, S6 6BN Tel: 234 1097, Fax: 234 1098, Headteacher—Mr S Arbon-Davies E-mail: enquiries@nooklane.sheffield.sch.uk	7+–10+	266	60	–
<b>Norfolk Community Primary (NIJ)</b> , Guildford Avenue, S2 2PJ Tel: 250 2760, Fax: 250 2761, Headteacher—Ms Clarke E-mail: enquiries@norfolkcps.sheffield.sch.uk	3+–10+	383	60	39
<b>Norton Free C of E Primary (IJ)</b> (Controlled), Matthews Lane, S8 8JS Tel: 274 5873, Fax: 235 9060, Headteacher—Mrs H Bell E-mail: enquiries@nortonfree.sheffield.sch.uk	4+–10+	203	30	–
<b>Oasis Academy Don Valley</b> , Leeds Road, S9 3TY Tel: 0114 220 0400, Principal—Mr J Pape E-mail: info@oasisdonvalley.org Website: www.oasisdonvalley.org	2+–16+	397	60	–
<b>Oasis Academy Fir Vale (IJ)</b> , Owler Lane S4 8GA Tel: 0114 201 2300, Principal —Ms H Round E-mail: info@oasisacademyfirvale.org Website: www.oasisfirvale.org	4+–10+	363	60	–

\* Please note that if your address falls in the catchment for Meersbrook Bank, you also have joint catchment status for Carfield Primary School.

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Oasis Academy Watermead (IJ)</b> Barrie Crescent S5 8RN Tel: 0114 201 6800, Principal —Mr Adam Dawson E-mail: info@oasiswatermead.org Website: www.oasisacademywatermead.org	4+–10+	336	60	—
<b>Oughtibridge Primary (IJ)</b> , Naylor Road, Oughtibridge, S35 0HG Tel: 286 3167, Fax: 286 4867, Headteacher—Mr J Dugmore E-mail: enquiries@oughtibridge.sheffield.sch.uk	4+–10+	406	60	—
<b>Owler Brook Primary</b> , Wensley Street, S4 8HQ Tel 243 8611, Fax: 242 6165, Executive Headteacher—Mrs S Bridges, Head of School—Mrs K Oldham E-mail: enquiries@owlerbrook.sheffield.sch.uk	3+–10+	396	60	52
<b>Phillimore Community Primary (NIJ)</b> , Phillimore Road, S9 5EF Tel: 249 4036, Fax: 261 7145, Acting Headteacher—Mr G Briggs E-mail: office@phillimore.sheffield.sch.uk	3+–10+	393	60	39
<b>Pipworth Community Primary (NIJ)</b> , Pipworth Road, S2 1AA Tel: 239 1078, Fax: 239 1989, Headteacher—Ms J Storey Email: enquiries@pipworth-cps.sheffield.sch.uk	3+–10+	392	75	39
<b>Prince Edward Primary (NIJ)</b> , Queen Mary Road, S2 1HY Tel: 228 1900, Fax: 228 1114, Headteacher—Mr M Sieczkarek E-mail: enquiries@princeedward.sheffield.sch.uk	3+–10+	414	60	39
<b>Rainbow Forge Primary (NIJ)</b> , Beighton Road, S12 4LQ Tel: 248 7342, Fax: 251 0841, Headteacher—Mrs J Loader E-mail: enquiries@rainbowforgeacademy.co.uk	3+–10+	289	45	26
<b>Reignhead Primary (NIJ)</b> Platts Drive, Beighton, S20 1FD Tel: 247 5767, Fax: 248 0599 Headteacher—Ms Stafford E-mail: enquiries@reignhead.sheffield.sch.uk	3+–10+	259	45	26
<b>Rivelin Primary (NIJ)</b> , Morley Street, S6 2PL Tel: 234 1304, Fax: 231 4079, Headteacher—Mrs J Powell E-mail: enquiries@rivelin.sheffield.sch.uk	3+–10+	360	45	39
<b>Royd (NI)</b> , Carr Road, Deepcar, S36 2PR Tel: 288 2594, Fax: 288 8632, Headteacher—Mrs L Jones E-mail: enquiries@royd.sheffield.sch.uk	3+–6+	125	60	39
<b>Sharrow Primary (NIJ)</b> , Sitwell Road, S7 1BE Tel: 255 1704, Fax: 255 3649, Headteacher—Mrs E Abram E-mail: info@sharrow.sheffield.sch.uk	3+–10+	411	60	52
<b>Shooter's Grove Primary (NIJ)</b> , Wood Lane, S6 5HN Tel: 234 2268, Fax: 231 0343, Headteacher—Mr L Chadwick E-mail: enquiries@shootersgrove.sheffield.sch.uk	3+–10+	373	60	39
<b>Shortbrook Primary (IJ)</b> , Westfield Northway, Westfield, S20 8FB Tel: 248 2497, Fax: 248 6844 Executive Headteacher—Mrs S Hearnshaw E-mail: enquiries@shortbrook.sheffield.sch.uk	4+–10+	91	51	—

<i>Name of School Address Tel No. Headteacher</i>	<i>Age Range</i>	<i>Approximate no. on roll in school year 2022/2023</i>	<i>Reception or junior places school year 2022/2023</i>	<i>Nursery places school year 2022/2023</i>
<b>Southey Green Primary (NIJ)</b> , (Includes Lindsay Nursery) Crowder Avenue, S5 7QG Tel: 232 6879, Fax: 285 4105, Executive Headteacher—Mrs A Lant, Acting Head—Mrs L Pilling E-mail: enquiries@southeygreen.sheffield.sch.uk	3+–10+	624	90	65
<b>Springfield Primary (NIJ)</b> , Broomspring Lane, S10 2FA Tel: 272 3455, Fax: 249 3291, Headteacher—Mrs L Joseph E-mail: enquiries@springfield.sheffield.sch.uk	3+–10+	199	30	26
<b>Stannington (I)</b> , Stannington Road, S6 6AN Tel: 234 4401, Fax 233 4727, Headteacher—Ms S Binns E-mail: enquiries@stannington.sheffield.sch.uk	4+–6+	184	60	–
<b>Stocksbridge (J)</b> , Cedar Road, East Whitwell Estate, Stocksbridge, S36 1AS Tel: 288 2221, Fax: 288 1254, Headteacher—Mrs S Gaymond E-mail: enquiries@stocksbridge-jun.sheffield.sch.uk	7+–10+	282	90	–
<b>Stocksbridge (NI)</b> , Pot House Lane, Stocksbridge, S36 1EJ Tel: 288 3109, Fax: 283 0204, Headteacher—Mrs J Townsend E-mail: enquiries@stocksbridge-nur.sheffield.sch.uk	3+–6+	214	90	39
<b>Stradbroke Primary Trust (NIJ)</b> , Richmond Road, S13 8LT Tel: 239 9320, Fax: 239 3430, Headteacher—Mr J Sitch E-mail: enquiries@stradbroke.sheffield.sch.uk	3+–10+	423	60	39
<b>Tinsley Meadows (NIJ)</b> , Norborough Road S9 1SG Tel: 244 1842, Fax: 261 7342, Principal—Mrs D Sanderson E-mail: enquiries@tinsleymeadows.sheffield.sch.uk	3+–10+	533	90	39
<b>Totley I J</b> , Sunnyvale Road, S17 4FB Tel: 236 4482, Fax: 235 3403, Executive Headteacher—Mr B Paxman E-mail: enquiries@totley.sheffield.sch.uk	4+–10+	414	60	–
<b>Valley Park Primary (NIJ)</b> , Norton Avenue, S14 1SL Tel: 239 6464, Fax: 239 7009, Co-Headteacher—Mrs M Nott E-mail: enquiries @valleypark.sheffield.sch.uk	3+–10+	359	60	39
<b>Walkley Primary (NIJ)</b> , Burnaby Crescent, S6 2TS Tel: 234 0550, Fax: 231 0553, Headteacher—Mrs V Sian E-mail: enquiries@walkley.sheffield.sch.uk	3+–10+	345	60	32.5
<b>Watercliffe Meadows Community Primary (NIJ)</b> , Boynton Road, S5 7HL Tel: 232 6603, Fax: 285 2642, Headteacher—Mr I Read E-mail: enquiries@watercliffe.sheffield.sch.uk	3+–10+	392	60	39
<b>Waterthorpe (NI)</b> , Thorpe Drive, S20 7JU Tel: 248 4943, Fax: 251 1846, Headteacher—Mrs. M. Appleby E-mail: enquiries@waterthorpe.sheffield.sch.uk	4+–6+	160	60	–
<b>Westways Primary (NIJ)</b> , Mona Avenue, S10 1NE Tel: 266 2471, Fax: 263 1158, Headteacher—Mrs S Fearnough E-mail: enquiries@westways.sheffield.sch.uk	3+–10+	566	90	39

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023	Nursery places school year 2022/2023
<b>Wharnccliffe Side Primary (NIJ)</b> , Brightholmlee Lane, S35 0DD Tel: 286 2379, Fax: 229 9582, Headteacher—Mr M Gaughan E-mail: enquiries@wharnciffeside.sheffield.sch.uk	3+–10+	154	20	26
<b>Whiteways Primary</b> , Whiteways Road, S4 8EX Tel: 242 3169, Fax: 261 7846, Executive Headteacher—Mrs Bridges Head of School—Miss Cousins, E-mail: enquiries@whiteways.sheffield.sch.uk	4+–10+	438	60	—
<b>Wincobank (NI) part of Brigantia Learning Trust</b> , Newman Road, S9 1LU Tel: 249 0590, Fax: 249 4914, Executive Principal—Mrs L Hoyle Associate Principal—Miss N Sherwood, E-mail: enquiries@wincobankschool.net	3+–6+	138	45	39
<b>Windmill Hill Community Primary (IJ)</b> , Ash View, Chapeltown, S35 1ZD Tel: 246 8550, Fax: 257 0494, Headteacher—Simon Plant E-mail: enquiries@windmillhill.sheffield.sch.uk	4+–10+	329	60	—
<b>Wisewood Community Primary (IJ)</b> , Ben Lane, S6 4SD Tel: 234 3304, Fax: 249 3930, Head of School—Mr Ramsden E-mail: enquiries@wisewood-pri.sheffield.sch.uk	4+–10+	167	30	—
<b>Woodhouse West Primary (NIJ)</b> , Coisley Hill, S13 7BP Tel: 269 2602, Fax: 269 7389, Headteacher—Mrs A Bailey E-mail: enquiries@woodhousewest.sheffield.sch.uk	3+–10+	354	60	26
<b>Woodseats Primary (NIJ)</b> , Chesterfield Road, S8 0SB Tel: 255 4619, Fax: 258 9224, Headteacher—Ms S Fox E-mail: enquiries@woodseats.sheffield.sch.uk	3+–10+	346	60	26
<b>Woodthorpe Community Primary (NIJ) (Trust)</b> , Lewis Road, S13 8DA Tel: 239 9167, Fax: 264 2628, Executive Headteacher—Mr D Smith E-mail: enquiries@woodthorpe.sheffield.sch.uk	3+–10+	402	60	39
<b>Wybourn Community Primary &amp; Nursery School (NIJ)</b> , Manor Oaks Road, S2 5ED Tel: 272 1988 Fax: 0845 026 7974, Executive Headteacher—Mrs J Bradshaw, Head of School—Hannah Thornley E-mail: enquiries@wybourncommunity.sheffield.sch.uk	3+–10+	425	60	39

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 6394.

# Sheffield Foundation and Voluntary Aided schools

## (Primary schools who are responsible for their own admission arrangements)

Parents should contact schools directly for further information.

<i>Name of School Address Tel No. Headteacher</i>	<i>Age Range</i>	<i>Approximate no. on roll in school year 2022/2023</i>	<i>Reception or junior places school year 2022/2023</i>
<b>Broomhill Infant School</b> (Foundation), Beech Hill Road, S10 2SA Tel/Fax: 266 0936, Headteacher—Ms C Timbers E-mail: enquiries@broomhill.sheffield.sch.uk	4+–7+	124	40
<b>Clifford All Saints CE Primary</b> (Aided), Psalter Lane, S11 8YU Tel: 266 2977, Fax 266 2991, Executive Headteacher Interim—Mrs Cathy Rowland E-mail: enquiries@clifford.sheffield.sch.uk	4+–6+	191	30
<b>Deepcar St John's CE (J)</b> (Aided), St Margaret Avenue, Deepcar, S36 2TE Tel: 288 3878, Fax: 283 1952 Headteacher—Ms L Jones E-mail: enquiries@deepcar-st-johns.sheffield.sch.uk	7+–10+	182	60
<b>Emmanuel (J)</b> Thorpe Drive, S20 7JU Tel: 248 3048, Fax: 251 0835, Headteacher—Mrs A Adairl E-mail: enquiries@e.j.a.dsa@education	7+–10+	183	60
<b>Emmaus Catholic and Church of England Primary School (IJ)</b> , Southend Road, S2 5FT, Headteacher—Mrs H Simmerson Tel: 276 6474, Fax: 276 6470 E-mail: enquiries@emmaus.sheffield.sch.uk	4+–10+	306	45
<b>Parson Cross CE Primary (IJ)</b> (Aided), Halifax Road, S6 1LB Tel: 231 3956, Fax: 285 3573, Headteacher—Mrs J Wright E-mail: enquiries@parsoncross.sheffield.sch.uk	4+–10+	197	30
<b>Porter Croft CE Primary Academy (IJ)</b> (Aided), Pomona Street, S11 8JN Tel/Fax: 266 2132, Headteacher—Mrs C Thomas E-mail: enquiries@portercroft.sheffield.sch.uk	4+–11	217	30
<b>Pye Bank CE Primary (NIJ)</b> (Aided), Andover Street, S3 9EF Tel: 276 0472, Fax: 278 4730 Headteacher—Mrs M Andrews E-mail: enquiries@pyebank.sheffield.sch.uk	3+–10+	400	60
<b>Sacred Heart Catholic Primary Academy (IJ)</b> (Aided), Ripley Street, S6 2NU, Tel: 234 4362, Fax: 281 2891, Headteacher—Mrs C Kelly E-mail: enquiries@sacredheart.sheffield.sch.uk	4+–11	206	30
<b>St Ann's Catholic Primary Academy (IJ)</b> (Aided), McIntyre Road, S36 1DG Tel: 288 4281, Fax: 288 8972, Headteacher—Miss S Eady E-mail: enquiries@st-anns.sheffield.sch.uk	4+–11	85	20

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Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2022/2023	Reception or junior places school year 2022/2023
<b>St Catherine's Catholic Primary (NIJ)</b> (Aided), Firhill Crescent, S4 7BX Tel: 303 0381, Fax: 303 0385, Headteacher—Mrs F Rigby E-mail: enquiries@stcatherines.academy	3+–10+	423	60
<b>St John Fisher Primary, A Catholic Voluntary Academy (IJ)</b> (Aided), Spring Water Avenue, S12 4HJ Tel: 248 5009, Fax: 251 0395, Headteacher—Mr F Barratt E-mail: enquiries@st-johnfisher.org	4+–11	211	30
<b>St Joseph's Primary, A Catholic Voluntary Academy (IJ)</b> (Aided), St Josephs Road, S13 9AT Tel: 269 2773, Fax: 254 8802, Headteacher—Mrs D McFarlane E-mail: enquiries@st-josephs.sheffield.sch.uk	4+–10+	205	30
<b>St Marie's, A Catholic Voluntary Academy (IJ)</b> (Aided), Fulwood Road, S10 3DQ Tel: 230 1904, Fax: 230 3509, Headteacher—Mr J Fernandes E-mail: enquiries@st-maries.sheffield.sch.uk	4+–10+	212	30
<b>St Mary's CE Primary (NIJ)</b> (Aided), Cundy Street, S6 2WJ Tel: 234 4461, Fax: 231 3034, Headteacher—Ms K Miller E-mail: enquiries@st-marys.sheffield.sch.uk	3+–10+	214	30
<b>St Mary's (High Green) Catholic Primary Academy (NIJ)</b> (Aided), Pack Horse Lane, High Green, S35 3HY Tel: 284 8488, Fax: 284 6111, Headteacher—Mrs A Healy E-mail: enquiries@st-marysgreen.sheffield.sch.uk Website: www.st-marysgreen.sheffield.sch.uk	4+–11	176	30
<b>St Patrick's Catholic Primary Academy (NIJ)</b> (Aided), Barnsley Road, S5 0QF Tel: 245 6183, Fax: 257 1463, Headteacher—Mrs S Mckeown E-mail: enquiries@st-patricks.sheffield.sch.uk	3+–10+	273	40
<b>St Theresa's Catholic Primary (IJ)</b> (Aided), Prince of Wales Road, S2 1EY Tel/Fax: 239 7251, Headteacher—Mrs A Woodhead E-mail: admin@st-theresas.sheffield.sch.uk	3+–11	200	30
<b>St Thomas More Catholic Primary (IJ)</b> (Aided), Creswick Lane, Grenoside, S35 8NN Tel: 246 8020, Fax: 257 7917, Headteacher—Mrs D Faley E-mail: enquiries@st-thomasmore.sheffield.sch.uk	4+–11	203	30
<b>St Thomas of Canterbury Catholic Voluntary Academy (IJ)</b> (Aided), Chancet Wood Drive, S8 7TR Tel: 274 5597, Fax: 274 6499, Executive Headteacher—Mr A Truby, Head of School—Mr L Colclough E-mail: enquiries@st-tc.co.uk	4+–10+	198	30
<b>St Wilfrid's Primary Catholic Voluntary Academy (IJ)</b> (Aided), Millhouses Lane, S7 2HE Tel: 236 5529, Fax: 235 6520, Executive Headteacher—Mr Truby E-mail: enquiries@stwilfridssheffield.co.uk	4+–10+	299	40
<b>Totley All Saints CE Primary (IJ)</b> (Aided), Hillfoot Road, S17 4AP Tel: 236 1934 Headteacher—Mrs K Sargent E-mail: enquiries@totleyallsaints.sheffield.sch.uk Website: www.totleyallsaints.sheffield.sch.uk	4+–11	211	30

For details of schools with an Integrated Resource for Children with Special Educational Needs, please see **page 143**.



## Transfer from Separate Infant to Junior Schools

This section provides information about the transfer from separate infant to junior schools, specifically Nether Green Junior School. You should consider this information if you are thinking of applying to Broomhill or Nether Green.

### Nether Green Infant/ Broomhill Infant and Nether Green Junior School

The Independent Government Appointed School's Adjudicator awarded Broomhill Infant (Foundation) School linked feeder status with Nether Green Junior School with effect from September 2003. The decision means that all applicants for Nether Green Junior who attend either Broomhill Infant or Nether Green Infant schools will be afforded "designated feeder" status in accordance with Sheffield's approved admission criteria. For further explanation of the criteria, please contact Primary Admissions on 0114 273 5766.

**Designated feeder status does not guarantee admission to Nether Green Junior school at the point of transfer to Year 3. Parents of children entering Broomhill Infant and Nether Green Infant schools at any time between Reception and Year 2 should be mindful of this fact.**

The published admission numbers for Nether Green Infant and Broomhill Infant are 75 and 40 respectively. If all parents in these two schools apply for Nether Green Junior school a maximum of 115 linked applications could be received at the transfer to Y3. There are only 90 places available at Nether Green Junior. For a number of years there have been more applications received from the feeder schools than there were places available.

- **2015/16 school year:**  
107 applications received
- **2017/18 school year:**  
108 applications received
- **2018/19 school year:**  
99 applications received
- **2019/20 school year:**  
99 applications received
- **2020/21 school year:**  
88 applications were received
- **2021/22 school year:**  
93 applications were received

In the event of oversubscription from pupils who attend Nether Green Infant and Broomhill Infant Schools, the Local Authority offers Year 3 places in the following priority order:

1. Children in Care and Previously in Care
2. Children resident in the Nether Green catchment area who have siblings at Nether Green Infant, Junior or Broomhill Infant schools.
3. Children resident in Nether Green Catchment area
4. Children who do not live in the Nether Green catchment area but who will have a sibling attending Nether Green Infant or Junior, or Broomhill Infant schools.
5. All other applications.

Parents whose children do not attend one of the feeder infant schools should note the above information if they are considering applying for Nether Green Junior. The school is very popular. The high number of applications received from the two feeder schools means that it is extremely unlikely that places will be available for other children, except through the appeal process, and this can not be guaranteed for 2022/2023.

## Linked Feeder Schools - Infant to Junior School

Below is an alphabetical list of separate Infant schools in Sheffield and the Junior school for which it has feeder status. Children attending a linked infant school have the highest right of admission to the Junior school as long as there

are sufficient places available, and a preference is expressed for that school. Attendance at a linked Infant School does not guarantee a place at the linked Junior School.

Children attending a “through” Primary School will progress from Year 2 to Year 3. Parents are therefore not required to apply for a place.

Linked Infant School (s)	Junior School
Beighton NI	Brook House J
Brightside NI	Limpsfield J
Dobcroft I	Dobcroft J
High Hazels NI	High Hazels J
Halfway NI	Halfway J
Holt House I	Carterknowle J
Hunters Bar I	Hunters Bar J
Lound I	Lound J
Lydgate I	Lydgate J
Nether Green I / Broomhill I (Foundation)	Nether Green J
Royd NI	Deepcar St Johns CE (Aided) J
Stannington I	Nook Lane J
Stocksbridge NI	Stocksbridge J
Waterthorpe NI	Emmanuel CE/Methodist (Aided) J
Wincobank NI	Concord J

## Details of oversubscribed schools - Reception 2021/2022

Details of schools which were **over subscribed** in the 2021/2022 academic year are given in the following table. The number of applicants refused, only indicates those children who were not allocated a place at a higher preference school.

(Figures correspond only with applications received before the 15 January 2021 closing date) and reflect the position at allocation date (ie. 16 April 2021).

This information is provided as a guide, similar outcomes cannot be guaranteed next year. If you wish to apply for any school not listed please contact the Admissions Team to discuss the numbers and admission categories that were allocated.

### KEY

LAC	Looked After/Previously Looked After
SEN	Pupils with a Statement or Educational Health Care Plan
C&S	Children living in the catchment with an older brother or sister at the preferred or linked school on date of admission
CM	Catchment
Sibling	Children who will have an older brother or sister at the preferred school on the date of admission
Other	Any child that does not fit into one of the above categories

The following Catholic Schools were oversubscribed;

**Sacred Heart, St Catherine's, St Joseph's, St Theresa's, St Thomas More, St Thomas of Canterbury**

The following Church of England Schools were oversubscribed;

**Parson Cross, Porter Croft, Totley All Saints,**

Finally, **Broomhill Infant Foundation School** was also oversubscribed.

These schools operate different oversubscription criteria to the schools listed in the table above. For more information about how the Schools determined admissions/allocations, please contact the schools directly.

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School	Number of Pupils allocated in each category								Number of Pupils refused in each category				
	Number of Places	LAC	SEN	CM & Sib	CM	Sib	Other	Total	Distance of last child allocated as at 16th April (miles)				
										CM	Sib	Other	Total
Acres Hill	30	1	0	12	15	1	1	30	0.461	0	0	3	3
Anns Grove	45	1	0	13	31	0	0	45	0.533	1	7	32	40
Ballifield	60	0	0	15	16	7	22	60	1.104	0	0	14	14
Bradway	60	1	0	11	12	17	19	60	2.98	0	0	3	3
Brunswick	60	3	0	24	27	6	0	60	3.265	0	0	15	15
Charnock Hall**	60	1	0	10	20	10	20	61	1.27	0	0	5	5
Coit	30	0	0	5	11	7	7	30	0.786	0	0	12	12
Dobcroft	90	2	0	38	43	7	0	90	0.832	0	3	35	38
Ecclesall	90	1	0	29	32	16	12	90	1.286	0	0	9	9
Hallam	90	0	0	37	51	2	0	90	0.792	0	6	17	23
Holt House	60	0	0	16	23	12	9	60	0.771	0	0	8	8
Hunters Bar I	90	0	0	21	29	21	19	60	0.897	0	0	22	22
Intake	60	0	0	12	14	11	23	60	1.116	0	0	4	4
Loxley	30	0	0	5	11	4	10	30	0.831	0	0	12	12
Lydgate Infant	120	2	0	35	62	14	7	120	1.068	0	0	18	18
Malin Bridge	75	2	0	23	25	10	15	75	0.646	0	0	12	12
Manor Lodge	60	0	0	20	33	5	2	60	0.571	0	0	6	6
Marlcliffe	75	0	0	21	23	12	19	75	1.409	0	0	2	2
Meersbrook Bank	30	0	0	15	15	0	0	30	0.232	5	2	7	14
Mosborough	60	0	0	23	22	7	8	60	1.073	0	0	7	7
Mundella	60	2	0	14	25	13	6	60	0.337	0	0	35	35
Nether Edge	60	0	0	13	18	16	13	60	1.608	0	0	8	8
Nether Green I	75	0	0	21	35	13	6	75	1.483	0	0	11	11
Netherthorpe	30	0	0	19	11	0	0	30	0.232	7	0	6	13
Norton Free	30	0	0	6	10	8	6	30	0.553	0	0	14	14
Oasis Academy Don Valley	60	1	0	8	7	32	12	60	0.731	0	0	14	14
Prince Edward*	60	0	1	11	13	11	24	60	3.064	0	0	0	0
Southey Green	90	2	1	24	36	14	13	90	0.961	0	0	1	1
Springfield	30	0	0	17	13	0	0	30	0.404	1	3	6	10
Stannington	60	1	0	14	26	10	9	60	0.718	0	0	6	6
Totley	60	0	0	24	36	0	0	60	1.864	1	0	8	9
Walkley*	60	0	0	7	19	15	19	60	1.986	0	0	0	0
Watercliffe Meadow*	60	2	0	18	17	7	16	60	1.107	0	0	0	0
Wybourn	60	1	0	33	26	0	0	60	0.337	18	3	5	26

\* No refusals. All on-time applications allocated.

The following Catholic Schools were also oversubscribed; **Sacred Heart, St Catherine's, St Joseph's, St Theresa's, St Thomas More, St Thomas of Canterbury,**

The following Church of England Schools were oversubscribed; **Parson Cross, Porter Croft, Totley All Saints, Finally, Broomhill Infant Foundation School** was also oversubscribed.

These schools operate different oversubscription criteria to the schools listed in the table above. For more information about how the Schools determined admissions/allocations, please contact the schools directly.



# 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. Unless otherwise published, Academies have determined the same oversubscription criteria as the Local Authority's.

## Admission authority

The Admission Authority is responsible for determining admission arrangements to schools. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For all voluntary aided primary and foundation schools and Academies the Admission Authority is the school Governing Body.

## Admission arrangements

The Admission Authority must publish the admission arrangements for all its schools on an annual basis. This booklet contains admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

## Catchment area

Each community and voluntary controlled school and academy has a defined catchment area. This is defined by the City Council. Your address is linked to a specific school.

## 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, voluntary controlled, voluntary aided or foundation school in Sheffield and can be completed online, over the telephone or by filling out a paper form.

## 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 Admission Authority for Community Schools and allocates school places.

## Composite prospectus

The Education Act 2002 requires the CYPF to publish information annually about admissions for the following school year. This booklet is the 'composite prospectus' for the 2022/2023 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 a higher priority under the admission criteria when compared to other children.

## Foundation schools

Foundation Schools are run by their own Governing Body, which sets the admission criteria.

## 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.

## Key stage 1

Reception, Year 1 and year 2.

## Key stage 2

Year 3 to Year 6.

## Maintaining authority

The Authority in which a school is located.

### **Normal place of residence**

The child's normal place of permanent residence will normally 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 the school.

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 determine which applicants can be offered places.

### **Parental preference**

You are invited to express up to 3 preferences on the common application. The Admission Authority must comply with parental preference unless admission will prejudice the provision of efficient education or the efficient use of resources at 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 put their favourite school first.

### **Sheffield's co-ordinated scheme**

Each LA must determine a scheme which outlines how the LA intends to co-ordinate with other Admission Authorities within its area, in order to carry out admissions for Sheffield residents.

### **Sibling (definition for community schools 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 attend 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.

### **Voluntary aided school**

These schools are church aided. The Governing Body is the Admission Authority and establishes the admissions arrangements and determines who is eligible for a school place.

### **Voluntary controlled school**

Voluntary controlled schools are similar to voluntary aided schools, but are run by the Local Authority which employs staff and sets the admission criteria.

## **Compulsory School Age**

By law, a child must be in full-time education from the beginning of the term after their fifth birthday. This may be at school or parents may make provision to educate their children at home.

### **The right to Access Full Time Education Earlier**

All children have had the option to start school from the September after their fourth birthday.

- Parents have flexibility to choose when their child starts primary school on a full time basis.
- Parents can also choose a free full or part time place in a nursery or other early learning provider so their

child can access the Early Years Foundation Stage (this is same as a reception class which 4 year olds attend before starting compulsory school when they are 5)

### **What are the options for my child?**

A child does not reach compulsory school age until the prescribed day following their fifth birthday (the prescribed days are 31 December, 31 March and 31 August) and no child can be required to attend school – or to attend full time – until they reach compulsory school age.

Therefore, a school cannot refuse a parent's request for their child to attend part-time prior to reaching compulsory school age. However, a parent does not have the right to insist on a particular pattern of part-time attendance. We would hope that they could work constructively with the school to agree a pattern of attendance that meets the child's needs whilst enabling the school to provide them with a coherent and meaningful experience.

### **Deferred Entry**

This means you can choose for your child to start later in the academic year (at the start of the January or April terms). Your child must be in full time education when they reach compulsory school age (the term after their fifth birthday).

### **Summer Born Children/Delayed Entry**

The Government has recognised the concerns of parents who have summer born children with regard to their readiness for fulltime education. This applies equally to children who were born after their full term and those born prematurely who would otherwise have been born in the following academic year.

Sheffield will consider requests to delay admission into Reception until your child reaches statutory school age ie, term

after their fifth birthday. This means you are requesting that your child begin full time education in the following Reception year group to what they are entitled according to their chronological year group.

If your child is summer born (April-August) and you wish to make a request to delay your child's admission into Reception, you must put your request in writing to the Principal Admissions Officer outlining your reasons and provide supporting information from a professional to demonstrate why it would be in the best interest of your child.

Your request must be made before the latest date for receiving applications for your child's chronological year group this is the 31 January each year. You must also apply for a place in Reception in your child's chronological year group. If your request for delayed admission to approved, your application for your child's chronological year group will be withdrawn and you will need to reapply for place for the following academic year.

The Local Authority will consider your request for delayed admission and notify you of the outcome before the allocation days for your child's chronological year group, this is 16th April each year.

More information about this process, timescales and how your request will be considered, is available from the Admissions Team or from [www.sheffield.gov.uk/pupil admissions](http://www.sheffield.gov.uk/pupil%20admissions)

## **Waiting List**

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 July 2023.

### **Attendance at Nursery**

You should note that if your child attends a nursery class attached to a school there is no guarantee of a place in



reception.

### **Numbers of Places Available at each School**

All Primary schools have an indicated admission number (IAN) that determines the number of available places in Reception. Once an IAN or temporary higher admission limit is determined for a particular school year, that number will remain in force as that year group moves through the school.

The admission number for each Sheffield school is published in this booklet on pages 12 to 22.

### **Infant Class Size Limit**

The law states that it is the responsibility of Education Authorities to ensure that infant classes of 5, 6 and 7 year olds do not contain more than 30 children to a single qualified teacher.

The Local Authority must allocate places up to the Published Admission Number if there is demand. Once this number has been reached, the Admission Authority is not required to admit any further pupils where to do so would create a class of more than 30.

The LA must comply with class size limits and will normally refuse admission to a pupil if that application will lead to there being a class of more than 30. If the LA were to admit more than 30 pupils in an infant class without exceptional reasons, it would be required to implement 'qualifying measures'.

Such measures may include employing an additional teacher or providing an additional classroom for the current and/or future years. If the Authority refuses admission for your child you will be notified of your right of appeal.

The Statutory Appeal Panel is independent of the Authority and schools and ordinarily has the power to place a child at a school that is full. Where an application has been refused on class

size grounds the discretion of the Appeal Panel is severely restricted and it may only look at the following;

#### **The Panel may only uphold an appeal if it is satisfied:**

1. That the admission of an additional child would not breach the infant class size limit; or
2. It finds that the admission authority did not comply with admission law or the arrangements were not correctly and impartially applied and that the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The admission arrangements were not correctly or impartially applied in the case in question; or
4. It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Parents may wish to consider this information when deciding whether to appeal. More information about the appeal process is available on our website or by contacting Admissions

### **In Year Applications**

Parents wishing to apply for a place in year groups other than reception should complete a transfer form from their current Sheffield school. Pupils new to Sheffield should contact the Children Missing Education Team on 273 6462.

**Unless otherwise published, Academies have determined the same oversubscription criteria as the Local Authority's.**

## **Astrea Academy Sheffield - Admission Arrangements for 2022/23**

Please contact the School for their Admissions Policy.

## Pathways E-ACT Academy

### 1. Introduction

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

- School Admissions Code (2014)
- School Admissions Appeals Code (2012)
- 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 Pathways E-ACT Academy ('the Academy').

### Admission numbers

The Academy accepts pupils from Nursery up to Year 6.

The PAN (Published or Planned Admission Number) for nursery (3 - 4 year olds) is 52 places, these may be split across the week as part time places, at the Academy's discretion eg. 26 in the morning and 26 in the afternoon. There is not an automatic transfer from nursery to reception class in the academy. A separate application must be made for a place in a reception class. For nursery places the Academy will make the formal offer of a place.

The PAN (Published or Planned Admission Number) is 60 per year group in Reception to Year 6.

For admissions into Reception, 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. Reception place applications received after the deadline of 15 January will be processed after National Offer Day. Late applications will be processed in accordance with Sheffield City Council admissions timescales.

### 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. It is important that additional evidence is required in respect of this (as defined in the Notes attached). 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 living in the catchment area of the Academy on 31 October 2021. For a map of the school's catchment for the Academy (please see appendix A). This plan is also available on the Admissions page of the Academy's website.

Criterion 5: Children whose parent/carer (as defined in the Notes below) is a member of staff who has either been continuously employed at the Trust 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 or has been re-located to the area at the request of the Trust. 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 6: 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 published admission number for the Academy.

## Waiting List

If any vacancies arise between National Offer Day, 16 April and 31 December of the same year for reception, 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/carers decline an offer of a place, they may subsequently request to re-join the waiting list. The child's name will then be added onto the end of the waiting list as extant at the time the request to re-join is made.

Each time a child is added to the waiting list this 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.

### **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. This will either be via Sheffield City Council or directly to the Academy. 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 PAN). 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.

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

#### **Summer Born entry**

In exceptional circumstances, parents or carers may wish to seek admission to a year group that is not the normal group for a child of that age. If a parent or carer is considering this, they must contact the Academy for a discussion prior to making an application. The Trust will consider a request and make a decision on the basis of the circumstances of the case and the best interests of the child concerned. This will include consideration of the parent's or carer's views, the academic, social and emotional development of the child, any relevant information provided by medical professionals, and whether they have previously been educated outside of their normal age group. If the Trust refuses a request to consider an application for outside of the child's normal age range, they will set out the reasons for this refusal. If the Trust agrees to the request, the application would be processed using the oversubscription criteria outlined above. While parents have a right of appeal against a decision to refuse admission to their child, there is no right of appeal if they have been offered a place but not in their preferred year group.

Parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is anticipated that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

Parents seeking admission to an age group below the child's actual age should submit their request for the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15 January, if the request for later admission is refused by the Academy. If the school approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However, there can be no guarantee of a place being available at the Academy, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

### **Other year groups**

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 Reception Class when other children their age are starting in Year 1. 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 City 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 primary 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 Council - 15 January in 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.

### **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 City 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 Council. There will not be a right of appeal against the refusal of admission for a nursery place.

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 2023.

### **Application for a nursery place**

For admissions into the Nursery, please complete the application form available directly from the Academy. A place at the Academy nursery does not guarantee a place at reception at the Primary Academy. Therefore, an application for a place at the Primary Academy must be submitted within the timescales. Where eligible applications for admission exceed the number of places available, the oversubscription criteria will be applied.

The Academy has a nursery available for children to start the September after they turn

3 years old. Applications need to be made directly to the Academy as per the timeline on the website, which follows the same as the application timescales for reception places. There will be not be a right of appeal against the refusal of admission for a nursery place.

### **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.

### **Fair Access Protocol**

The Academy complies with Sheffield City Council's Fair Access Protocol to ensure that outside the normal admissions round that unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum.

### **10. Contact details for the Academy**

Admissions Officer

Telephone: 0114 231 0044

E-mail: [pathwaysenquiries@e-act.org.uk](mailto:pathwaysenquiries@e-act.org.uk)

Explanation of terms relating to all

## Categories of Admission

### **Note 1 - Definition of Looked after children and previously looked after children**

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below. For the avoidance of doubt, this includes children who may have been 'looked after' in other jurisdictions. To note, when assessing this, reasonable efforts to verify will be made but, for example, translations will not necessarily be required if it is reasonable to assume that a child was more likely than not to have been 'looked after' or 'previously looked after'.

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014.

Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989.

### **Note 2 - Adopted Child**

An adopted child is a child who was adopted under the Adoption Act 1976 or the Adoption and Children Act 2002

or its equivalent in other jurisdictions or where a child has been adopted outside of the United Kingdom then relevant official documentation may be required in respect of the adoption.

### **Note 3 - Sibling**

A sibling is a brother or sister. For admission purposes this means one of two or more individuals who have one or more parent in common or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority or those that are placed in the same home due to a court order, not just a foster placement. A pupil in a primary school will only count to provide a priority to a sibling if he or she is attending the school in Year R - 5 at the time the application is made and is still expected to be on the school's roll at the time of the proposed admission (September).

### **Note 4 - Parent**

The application form should be completed by a person who is the student's parent. This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

### **Note 5 - Normal Home Address**

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that can be permanently occupied fifty-two (52) weeks of the year without any restrictions on occupation and not

subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which the Academy is satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the Academy will make a judgment about which address to use for the purposes of allocation. In making this judgment the Academy will take into account the following (this is not intended to be an exhaustive list but illustrative of the items which may be considered as suitable evidence):

- any legal documentation confirming residence e.g. GP registration for the child and family
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents

Where a school is oversubscribed, the Academy need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria. The Academy expect to have some level of certainty about a family's intended new address, so that they can allocate a place lawfully.

The Academy endeavour to be flexible in what they will accept as confirmation of address, whilst ensuring that the statutory duties are met.

### **Note 6 – Supplementary Information Form (SIF)**

Where the Academy accepts and

approves the child has met the criterion, they will write to the parents confirming the decision. A request for admission under the criterion is not an application for admission, and parents will need to submit a separate application in the usual way at the appropriate time. Where a request under the SIF criterion has been approved, the letter from the Academy confirming this must be submitted to Sheffield Council with the application for admission.

### **Note 7 – Early Years Pupil Premium, the Pupil Premium or the Service Pupil Premium**

#### **Early Years Pupil Premium**

Early Years Pupil Premium (EYPP) is additional funding for early years pre-school settings to improve the education they provide for disadvantaged 3 and 4 year-olds including, but not restricted to, those adopted from care.

#### **Pupil Premium**

The Pupil Premium is additional funding provided to publicly-funded schools in England with the aim of raising the attainment of disadvantaged children.

#### **Service Pupil Premium**

Pupils attract Service Pupil Premium if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service)
- they have been registered as a 'service child' on the January school census at any point since 2016 and/or
- one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme

On publication of this document the current information for 2020 – 2021 including eligibility criteria can be



located <https://www.gov.uk/government/publications/pupil-premium-allocations-and-conditions-of-grant-2020-to-2021/pupil-premium-conditions-of-grant-2020-to-2021>

### **Note 8 – UK forces personnel and crown servants**

The School Admissions Code requires that for families of UK service personnel with a confirmed posting to their area or Crown servants returning from overseas to live in that area, admission authorities must allocate a school place in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address.

Returning UK forces personnel and crown servants will be dealt with in line with the guidance under the Schools Admissions Code.

Where vacancies exist at the academy, places will be allocated to the family in advance of their move, even if they do not yet have a confirmed address.

Where a school is oversubscribed, they will need to be satisfied that places are allocated lawfully, in accordance with the oversubscription criteria. The Academy expect to have some level of certainty about a family's intended new address, so that they can allocate a place lawfully.

The Academy endeavour to be flexible in what they will accept as confirmation of address, whilst ensuring that statutory duties are met.

### **Note 9 - Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons**

Applications for Exceptional and Compelling Medical, Psychological, Social or Special Access Reasons will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was

submitted. All academies in E-ACT have experience in dealing with children with diverse social and medical needs. All applications must be made on a SIF form and submitted directly to the Academy whilst still applying for a place within the usual timescales for point of entry with Sheffield City Council or follow the in-year admissions process.

In a few very exceptional cases, there are reasons why a child has to go to one specific school. All applications are considered individually but a successful application should include the following:

- Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or
- Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs

If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.

For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at a specific school essential. Evidence should make clear why only one school is appropriate.

The medical circumstances must relate to the child, and parents will be expected to provide supporting evidence from a consultant who is monitoring the child's condition (ie. not solely a General Practitioner (GP) in relation to medical circumstances, or a social worker (or other appropriate professionally qualified person) in relation to social circumstances. All supporting evidence showing why education should be at the preferred school must be submitted at the time of application, when applying for Reception at the usual point of entry.

The Academy will consider all claimed Exceptional and Compelling Medical, Psychological, Social or Special Access

needs circumstances in line with admissions criteria and inform parents of their decision.

An Exceptional and Compelling Medical, Psychological, Social or Special Access

Reasons application will generally not be upheld in cases where more than one school could meet the child's need. In exceptional cases relating to a disability, where more than one school in the area can meet the child's specific needs, a clear and compelling case can be made for the "nearest" school with the relevant facilities, environment or location. You must clearly explain why attendance at the "nearest" school with these facilities is essential.

Evidence relating to the medical or social circumstances of the parent can be considered, but only if this impacts on the child and their need to attend a specific school. Requests may not be considered if long-term mobility issues are cited and you have not applied to your closest school. Please note that the following are unlikely to be considered grounds for exceptional medical/social need(s):

- speech & language delay
- child is awaiting an Education, Health and Care Plan (EHCP)
- asthma, diabetes, eczema or allergies
- car/travel sickness
- the need for a child to stay in friendship groups
- family attending the same school
- child care arrangements; and/or
- short term mobility issues.

If you feel that one of these examples should be considered, you will need to prove how this has a significant impact on your child and why only the Academy you have selected as your first preference can meet your child's exceptional need(s). The application under this criterion will be reviewed by

the Headteacher and SENCO at the Academy.

## Oversubscription Criteria for Voluntary Aided Schools in Sheffield

**Please note that many church schools require the completion of additional forms. Please contact the school or Admissions Service to clarify what forms are needed or download from [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)**

## Clifford All Saints C of E Primary School

108 Psalter Lane (Lower), S11 8YU /  
Ringinglow Road (Upper), S11 7PQ

Sheffield City Council  
Tel: 0114 2662977

### Introduction

Clifford All Saints Church of England Aided Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” are reflected in the school’s admission criteria.

Clifford All Saints C of E is a Voluntary Aided School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and the Common Good.

The admission number for 2022/2023 is 30 and children will be admitted during the Autumn term following their 4th birthday

Changes to the school admissions programme have come into effect which results in more choice for parents about the right time for their child to start school.

These choices are:

- All four year old children can start reception in a primary school in the September after their fourth birthday.
- Parents/carers may choose to defer their child’s admission until January depending on their child’s date of birth.
- If you choose to defer, you continue to be entitled to free early learning (15 hours per week term time) in an early years setting of your choice.
- Compulsory starting age remains the same—children must start school the term after their fifth birthday.

### Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Clifford All Saints All Saints C of E Primary School, please complete the Supplementary Information Form. This is not an application for admission to school but will be used by the school to place your application in the correct priority of admission category.
3. The Common Application Form should be submitted to the Local Authority by 16 January 2022 and the Supplementary Information Form (if applicable) should be submitted to the school.
4. Failure to complete and return the Supplementary Information form will affect the priority of admission category in which your application is placed.

PLEASE CONTACT US IF YOU  
NEED ANY HELP IN APPLYING FOR  
ADMISSION

Date of Admission to the School for 2022/2023 is 1st September 2022.

### **Parental Preference**

The Local Authority common application form provides the opportunity for Parents/ Carers to express up to three choices of schools in rank order of preference. The Governing Body, as the Admission Authority, has determined that it will acknowledge the parental preference as expressed by the parents/guardians on the common application form in the following manner. ALL applications will be judged on 'equal preference' and EACH INDIVIDUAL application ranked according to the criteria for admission.

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Sheffield LA and who have expressed a preference for a Sheffield school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Sheffield area, including Clifford All Saints C of E Primary. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other

children.

### **Oversubscription Criteria**

Where there are more applications for admission than the indicated admission number stated, the Governing Body/ Admission Committee will apply the following criteria in strict order of priority:

Children who:

1. Are in Public Care (Looked After Children), children who were previously in Care/Looked After (see definition 1) and IAPLAC (Internationally Adopted Previously Looked After Children)
2. Have an elder sibling (see definition 2) in school at the time of admission.
3. With his/her parents/carers regularly and frequently attend (see definition 3) St. Andrew's Psalter Lane Church or All Saints Ecclesall.
4. With his/her parents/carers regularly and frequently attend (see definition 3) another Christian denomination subscribing to a Trinitarian confession.
5. With his/her parents/carers are active members of other World Faiths and whose parents wish them to attend this Church of England Voluntary Aided School.
6. Children of staff of the school. (see definition 4.)
7. Have parents/carers seeking a Christian environment for their children's education.
8. All other children.

If the admission number is reached mid criteria, applications in that criteria will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school building measured in a straight line using the Local Authority's computerised measuring system.

### **Tie Break**

In the event of two or more children living equidistant from either school site, the place will be decided by drawing lots. The first name drawn will be offered the place.

## **Definitions:**

### **Definition 1**

A 'relevant Looked after Child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time an application for admission to a school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 2 - Brother or Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner and in every case the child should be living in the same family unit at the same address.

### **Definition 3**

Definition of "regular and frequent"

The Governing Body defines regular and frequent as attendance by parents/carers at a place of worship at least once a month for a minimum period of 2 years prior to the closing date for applications. Regular attendance by children is defined as attendance at a place of worship at least once a month over the past twelve months. Parents/carers whose application is based on attendance at a place of worship should submit the Minister of Religion Reference Form available with the Common Application Form.

"In the event that during the period

specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship."

### **Definition 4**

Children of staff

- a. Where the member of staff has been employed at the school for two or more years at the time of which the application for admission to the school is made and / or
- b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to the school.

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

### **Late Applications**

All late applications will be dealt with in accordance with the Local Authority scheme.

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this

- school, when the child has been refused admission
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria
5. Following the offer day should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

### **In Year Transfers**

Sheffield Local Authority will co-ordinate in year transfers for our school.

### **Timetable**

Closing date for receipt of online applications by LA: 05 December 2021

Closing date for receipt of paper applications by LA: 16 January 2022 (noon)

Offer date: 19 April 2022

### **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 child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

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

### **Applications outside of the normal admissions round**

#### **All Years**

Clifford All Saints C of E Primary School participates in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. If a parent of a child on our roll wishes to apply for a transfer to another school, they must obtain a transfer form from the school for completion of Section 2. The application must then be sent to the Local Authority which will process the application on the parent's behalf. The Local Authority will confirm the outcome of the application in writing within 15 school days. If the application is refused, the Local Authority will advise on the statutory appeal procedure. Details of the Co-ordinated Admission Scheme and how in year applications are managed can be seen at <https://sheffield.gov.uk/home/schools-childcare/apply-school-place.html>.

### **Families New to the City**

For families that are new to the city, they should contact the Children Missing in Education Team at [ed-missingchildren@sheffield.gov.uk](mailto:ed-missingchildren@sheffield.gov.uk) or 0114 273 6462 to arrange an appointment to make an admission application.

For further information please contact the School Administrator on 0114 2662977.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with legislation.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission

must submit a notice of appeal in accordance with the appeals code. Details of the appeals procedure will be sent to parents by the Local Authority.

### **Appeals held June 2022 onwards.**

Director of Legal Services  
Democratic Services  
Sheffield City Council  
Town Hall  
Sheffield  
S1 2HH.

## **Emmaus Catholic and Church of England Primary School**

Diocese of Hallam Schools' Department-  
Diocese of Sheffield Board of Education  
Admission Policy 2021-22

### **Introduction**

Emmaus Catholic and Church of England School is a Voluntary Academy in the Catholic Diocese of Hallam and Church of England Diocese of Sheffield, working in partnership in the Hallam Schools' Partnership Trust.

The school provides a distinctive Christ centred education rooted in the Catholic and Church of England traditions for children aged between 4+ to 11+ years with priority being given to Catholic and Church of England children who live within the feeder parishes as identified in Footnote 1.

Emmaus is an Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Church of England and Catholic communities and the Common Good.

The governing body will, where

logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

Please note that admission to the Academy does not guarantee admission to a Catholic or Church of England High School. These schools will operate their own admission policies.

### **The admission number for 2022/23 is 45.**

This number has been calculated according to the capacity of the school, which the law defines.

### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference before the closing date for their child to attend one of three schools, will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies/ Voluntary Aided primary schools, including Emmaus Catholic and Church of England Voluntary Academy, within the Sheffield area. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam

SUPPLEMENTARY INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET. The closing date for receipt of applications for Reception F2 is 16 January 2022

### Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

### PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

#### Date of Admission to the School for 2022/2023

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 22/23 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit all children into school from September 2022.

### Oversubscription Criteria:

Please note that children who have a Statement of Special Educational Needs or an Educational Health Plan (see footnote 2) that names the school are

required by law to be admitted.

Where there are more applications for admission than the planned admission number of 45 the Governing Body will apply the following criteria in strict order of priority.

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the local authority.

1. Baptised Church of England children and baptised Catholic children (see footnote 3) who are Children Looked After or are previously Children Looked After (see footnote 4)
2. Baptised Church of England children and baptised Catholic children (see footnote 3) who are siblings (footnote 5) of Church of England or Catholic children attending Emmaus Catholic and Church of England Primary School at the time of their admission
3. Baptised Church of England children and baptised Catholic children who are residents within the parishes of Our Lady Queen of Heaven & St Oswald's or St John's Park
4. Children in Public Care (Children Looked After) and previously looked after (see footnote 4)
5. Siblings (see footnote 5) of children already attending Emmaus Catholic and Church of England Primary School, at the time of their admission.
6. Children whose parents (see footnote 7) are members of any other Christian Churches (see footnote 6) at the time of application whose parents have sought the written support of their minister and live within the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes
7. Children whose parents actively seek



a Christian Education and live within the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.

8. Children of other faiths whose membership is evidenced by a religious leader and who live within boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
9. Other Baptised Church of England and Catholic children resident outside the parish  
boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
10. Children whose parents (see footnote 7) are members of any other Christian Churches (see  
footnote 6) at the time of application whose parents have sought the written support of their  
minister and live outside the parish boundaries of Our Lady Queen of Heaven & St Oswald's  
or St John's Park parishes.
11. Children of parents who actively seek a Christian Education and live outside the parish  
boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes.
12. Children of other faiths whose membership is evidenced by a religious leader and who live  
outside the boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park  
parishes.
13. Other children

#### **Footnotes:**

##### **Footnote 1.**

The total geographical area covered by the parish boundaries of St John Park

and Our Lady Queen of Heaven & St Oswald.

##### **Footnote 2**

A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

##### **Footnote 3**

For a child to be treated as Church of England or Catholic, evidence of Church of England baptism or Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Vicar or 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 law of the Church.

'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 child looked after 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 child looked after (e.g. a child looked after in the process of adoption by a Catholic family).

##### **Footnote 4**

A 'child looked after' 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 child looked after' 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 5**

#### **Definition of Siblings includes:**

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

### **Footnote 6**

"children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to

be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

### **Footnote 7**

A parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

### **Place of Residence**

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to Anna Poole by 16 January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a

school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 16 January 2022.

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **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 child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child 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 child 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.

### **Applications outside of the normal admissions round**

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

Legal and Governance Section, Town Hall, Sheffield, S1 2HH.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

### **Timetable:**

Details of key dates within the Admissions process are published on the Sheffield City Council Website

### **Documentation Required**

- The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
- 2. The Supplementary Information Form, obtainable from the LA admission booklet or by downloading a copy from [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions), should be completed and returned to the school by the closing date.

3. A copy of the child's baptism certificate if the applicant is a baptised Church of England or baptised Catholic
4. Ministers Reference: this is required for children who are not Baptised Church of England children or baptised Catholic children but are members of other Christian Churches or other World Faith.

This Supplementary Information form is not an application for admission to the school and its return does not guarantee a place at the school

Failure to complete and return the Supplementary Information form may affect the admission category your application is placed in.

### **Policy Monitoring and Review**

This policy is to be reviewed every year.

Approved Autumn Term 2020

## **Parson Cross Church of England Primary School**

**Please contact the school for their Admissions Policy.**

## **Pye Bank CE Primary School**

### **Diocese of Sheffield**

#### **Introduction**

Pye Bank CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the

principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Pye Bank CE Primary School is a School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

**The admission number for 2022/23 is 60.**

Children will usually be admitted during the Autumn term following their 4th birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

### **Making an Application**

1. Applications are made either online or on the Common Application Form
2. To support your application to Pye Bank CE Aided Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school

when applying the admissions criteria.

3. The online application or Common Application Form should be submitted by 31st January 2022 along with the Supplementary Information Form (if applicable)

### Criteria For Admission

- Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted.

### Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After. (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parish of Pitsmoor and regularly (see definition 3) attend the parish church

of Christ Church Pitsmoor.

5. Children who reside in the parish of Pitsmoor and regularly (see definition 3) attend the parish church of Christ Church Pitsmoor.
6. Children of parents /carers who reside in the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
7. Children who reside (definition 6) in the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
8. Children who reside outside the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
9. Children who are resident in the parish of Pitsmoor.
10. All other children.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living

closer to the school receiving higher priority.

### **Tie Break**

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

### **In Year Transfers**

Sheffield Local Authority will co-ordinate in year transfers for our school in 2022/23.

### **Definitions**

#### **Definition 1 - Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

#### **Definition 2- Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

#### **Definition 3 – Regular Church Attendance**

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a

month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form.

It may be that parents have moved house within the past 12 months and are attending a new place of worship. In such cases references may be provided by the two different churches to demonstrate attendance across the twelve month period.

#### **Definition 4 – Churches Together in England**

Ref: [www.churches-together.org.uk](http://www.churches-together.org.uk)

Please refer to the website for an up to date list

#### **Definition 5 – Looked After Children**

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

#### **Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

#### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

### **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 child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and

intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

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

### **Applications outside the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

### **Appeals should be sent to:**

Democratic Services  
Sheffield City Council  
Town Hall  
Sheffield  
S1 2HH

## **St Mary's Church of England Academy**

At St Mary's Church of England Academy, we aim to provide a caring

environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God.

St Mary's Church of England Academy, Walkley is a Church of England School in the Diocese of Sheffield. It is part of The Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years. Whilst we are a Church of England school, we welcome children of all faiths and children of no faith.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Mary's Church of England Academy, Walkley is a school in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

### **The admission number for 2022/23 is: 30**

Children will usually be admitted during the Autumn term following their 4th birthday. However parents can request:

- That the date their child is admitted is deferred until later in the year or until the term in which the child reaches compulsory school age (please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1);

- Parents can request that their child takes up a place part time until the child reaches compulsory school age

Please note that the above options are on a request basis only & that this may only be granted following discussions with parents / carers on their specific reasons for deciding that this is in the best interests of their child. As a school. We would ask that parents / carers consider the detrimental short & long term impacts on their child's educational, social & mental development when missing out on any time in school that their peers will have had access to.

### **Making an Application:**

1. Applications are made on the Common Application Form
2. To support your application to St Mary's C of E Academy Walkley, please complete the Supplementary Information Form only if you attend a place of worship or have made your choice based on St Mary's being a Church of England school. This is not an application form for admission to school but will be used by the school when applying the admissions criteria. Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.
3. The Common Application Form should be submitted by 31 January along with the Supplementary Information Form (if applicable)

### **Criteria for Admission:**

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5-Looked after Children).



2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why this school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parishes of St Mary's Walkley or the former parish St Bartholomew's Walkley, now The Vine, and regularly (see definition 3) attend\* the parish churches of St Mary's Walkley or The Vine.
5. Children who reside in the parishes of St Mary's Walkley or The Vine, and regularly attend\* the parish churches of St Mary's Walkley or The Vine.
6. Children of parents /carers who reside in the parishes of St Mary's Walkley or The Vine, and regularly attend\* a Christian denomination participating in 'Churches Together in England' (see definition 4).
7. Children who reside in the parishes of St Mary's Walkley and The Vine and regularly attend\* a Christian denomination participating in 'Churches Together in England'.
8. Children who reside outside the parishes of St Mary's Walkley and The Vine and regularly attend\* a Christian denomination participating in 'Churches Together in England'.
9. Children who are resident in the

parishes of St Mary's Walkley and The Vine.

10. Children of staff of the school (see definition 6).

11. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

### **Tie Break:**

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

### **In Year Transfers:**

Sheffield Local Authority will co-ordinate in year transfers for our school in 2021/2022.

Definitions:

### **Definition 1 - Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

### **Definition 2 - Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

### **Definition 3 Regular Church Attendance**

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

- Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

- Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form\*

#### **Definition 4 – Churches**

Together in England Ref: [www.churches-together.org.uk](http://www.churches-together.org.uk) Please refer to the website for an up to date list\*

#### **Definition 5 – Looked after children**

A looked after child is in the care of a local authority, or 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's Act 1989) at the time an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after

#### **Definition 6 – Children of staff at school**

- Where the member of staff has been employed at the school for two or more years at the time at which the

application for admission to the school is made and / or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- Place of residence - The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.
- Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

#### **Late Applications:**

Late applications will be dealt with in accordance with the Local Authority scheme.

#### **Waiting List:**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on

the offer day.

4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

#### **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 child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

#### **Applications outside the normal admissions round:**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

#### **Appeals against the Governing Body's decision to refuse admission:**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation.

Details of the appeals procedure will be sent to parents by the local authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

#### **Details of name/address to which appeals should be submitted:**

Director of Legal Service Democratic Services  
Sheffield City Council Town Hall  
Sheffield  
S1 2HH

## **Totley All Saints Church of England Primary School**

#### **Introduction**

Totley All Saints CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Sheffield Local Authority. The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Totley All Saints is a Voluntary Aided Primary School in which the Governing

Body is part of the Diocese of Sheffield Academies Trust. The Governing Body is the Admissions Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, and by advice from the Sheffield Diocesan Board of Education and its duty to the community.

At Totley All Saints, we place the child & their rights, as written in the UN Convention on the Rights of the Child, at the centre of our school practice. This means that: "All children have the right to an education" (Article 28) & must "develop every child's personality, talents & abilities to the full" (Article 29).

This policy should be read in conjunction with the rest of this booklet.

### **The admission number for the year 2022-23 is 30.**

Children will usually be admitted during the autumn term following their 4th birthday, however parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age.

However, it is also recognised that there are substantial educational & social benefits to a child starting school at the same time & rate as its peers.

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.

### **Making an Application**

1. Applications are made on the Common Application Form

2. To support your application to Totley All Saints CE Aided Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by the LA published submission date along with the Supplementary Information Form (if applicable).

### **Oversubscription Criteria**

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have an elder brother/sister attending the school (see definition 1) at the time of anticipated admission
4. Children of parents / carers / families who regularly attend the parish churches of Totley or Dore (see definition 3). In the event that during the period specified for attendance

at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Children of parents /carers / families who attend a Christian denomination participating in 'Churches Together in England' (see definition 4 )
6. Children who are resident in the parish of Totley or Dore.
7. Children of staff of the school (see definition 6)
8. All other children.

### **Tie Break**

If the admission number is reached mid-category, consideration will be given as to whether the child/children were regularly attending Little Saints Nursery and this will take precedence (i.e. minimum of 1 year's attendance for subscribed sessions).

If further prioritisation of applications is required in that category this will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance to the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children being equally placed, the place will be decided by drawing lots. The first name drawn will be offered the place.

### **In Year Transfers**

Sheffield Local Authority will co-ordinate in year transfers for our school.

### **Definitions:**

#### **Definition 1 -Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

#### **Definition 2- Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

#### **Definition 3 – Regular Church Attendance**

Regular attendance by parents/carers & children is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister / Religious Leader Reference Form available with the Common Application Form.

#### **Definition 4 – Churches Together in England**

Ref: [www.churches-together.org.uk](http://www.churches-together.org.uk)

Please refer to the website for an up to date list.

#### **Definition 5 – Looked after children**

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the school is made and who the local

authority has confirmed will still be looked after at the time when he/she is admitted to the school.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 6 - Children of Staff at School**

#### **Children of staff**

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

#### **Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

#### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

#### **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 child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused

#### **Applications outside the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

**Details of name/address to which appeals should be submitted:**

Director of Legal Service  
Democratic Services  
Sheffield City Council  
Town Hall  
Sheffield  
S1 2HH

## CATHOLIC SCHOOLS

The 2021 School Admissions Code remains subject to parliamentary approval, and the admission authorities may need to amend their policy in response to that approval. Please visit the website of the Catholic school you are applying to, to read the reviewed Admissions policy. If you have any questions, please contact the Catholic school to which you are applying.

### **Sacred Heart School Diocese of Hallam Schools' Department**

#### **Model Policies – Primary**

This model policy has been drafted to comply with the 2014 School Admissions Code. It is an example of what the diocese considers good practice and is not exhaustive.

In Catholic voluntary academies, the admission authority is the academy trust company. The term “governing body” is used throughout to refer to the admission authority under the appropriate constitutional arrangements. The term ‘school’ is used throughout this document to mean all Catholic schools, including schools in the trusteeship of a religious order. This includes maintained schools, and academies in England.

#### **Admission Policy**

Sacred Heart School was founded by the Catholic Church to provide education for children of Catholic families. As such, whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is conducted by its governing body as part of the Catholic Church

in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. (This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.)

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 30 pupils to be admitted to FS2 in the school year which begins in September, 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number of 30.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications

for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish of Sacred Heart. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living



closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to Sacred Heart School by 15th January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on

time will be considered at the same time and after the closing date for admissions which is 15th January 2022.

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. Details of this scheme may be found by contacting Sheffield Primary Admissions team. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1. Any such request should be made,

in writing, to the Chair of Governors at Sacred Heart School, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st August 2022.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Local Authority Admissions Team.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have

the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.

3. '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 Catholic 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 law of the Church].

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion

with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner

where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2021 - 22.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## St Ann's Catholic Primary School, A Voluntary Academy

St Ann's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part

of the Catholic Church in accordance with its trust deed and Catholic Voluntary Academy, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 20 pupils to be admitted to the reception year in the school year which begins in September, 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce

the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Stocksbridge. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in

(i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to St Ann's School by 14th January 2022.

You will be advised of the outcome of your application in April 2022, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 14th January 2022.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Sarah Eady at St Ann's Catholic Primary School, at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition, taking into account the views of the head teacher, including the head teacher's

statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting [enquiries@st-anns.sheffield.sch.uk](mailto:enquiries@st-anns.sheffield.sch.uk).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to

give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## Nursery

For children attending the school's feeder nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at a school's feeder nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

## Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.

3. '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 Catholic 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 law of the Church].
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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in

the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner

where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## St Catherine's Catholic Primary School

**Address:** Firshill Crescent, S4 7BX

**School Category:** Co-educational

**Religious Affiliation:** Catholic

**Age Range:** 3-11

**Admission Number for Reception:** 60

**Anticipated number of pupils on roll at September 2022:** 420

**Headteacher:** Fiona Rigby

**Telephone/Fax Number:** 0114 303 0381

**Email/Website:**  
[enquiries@stcatherines.academy](mailto:enquiries@stcatherines.academy)  
[www.stcatherines.academy](http://www.stcatherines.academy)



St Catherine's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 60 pupils to be admitted to the reception year in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

*1 This is for admission to the school at the start of the school year in September and not for applications made in-year.*

## **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Catherine's (see notes 3&11)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7) – at least 6 places will be prioritised at St Catherine's for children of other faiths whose membership is evidenced by a religious leader
8. Any other children

Within each of the categories listed

above, the following provisions will be applied in the following order.

(i)

Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 10)

(ii)

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you

wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the Admissions Officer at St Catherine's Catholic Primary School by 15th January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

*2 This is for admission to the school at the start of the school year in September and not for applications made in-year.*

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.**

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school

year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Admissions Officer at St Catherine's Catholic Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set

out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Primary Admissions, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.
3. '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 Catholic 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 law of the Church.

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests

faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child,

and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map which is available from the school, and will be applied to the admission arrangements for 2022/2023.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## St John Fisher - a Catholic Voluntary Academy

**Address:** Spring Water Avenue, Hackenthorpe, S12 4HJ

**School Category:** co-educational, Voluntary Aided

**Religious Affiliation:** Catholic

**Age Range:** 4+ to 11+

**Admission Number for Reception:** 30

**Anticipated number of pupils on roll at September 2022:** 211

**Headteacher:** Mr F Barratt

**Telephone/Fax Number:** 248 5009/251 0395

**Email:**

enquiries@stjohnfisherlearning.co.uk

Website: [www.st-johnfisher.org](http://www.st-johnfisher.org)

### Vision and Mission

Our vision is that every single member of our community will love, learn and grow together. This is achieved by:

- Celebrating what we are good at
- Challenging ourselves and doing our very best in our work
- Loving and respecting ourselves and each other
- Knowing that we are loved for being just how God made us
- Accepting that everyone is special

St John Fisher Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination

of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

*1 This is for admission to the school at the start of the school year in September and not for applications made in-year.*

### Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of **Our Lady of Lourdes and St Anthony's** (see notes 3&11)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes 4&5)
6. Children of other Christian

denominations whose membership is evidenced by a minister of religion (see note 6)

7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in

the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to **the Admissions Officer at St John Fisher Catholic Primary School** by 15th January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.**

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer

the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Admissions Officer at St John Fisher Catholic Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the

opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

### **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Primary Admissions, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).



**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.
3. '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 Catholic 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 law of the Church.

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership

of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or

priest.

11. For the purposes of this policy, parish boundaries are as shown on the map which is available from the school, and will be applied to the admission arrangements for 2022/2023.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week

## St Joseph's Catholic Primary School

**Address:** St Joseph's Road, Handsworth, Sheffield S13 9AT

**School Category:** co-educational

**Religious Affiliation:** Catholic

**Age Range:** 3-11

**Admission Number for Reception:** 30

**Anticipated number of pupils on roll at September 2022:** 240

**Headteacher:** Mrs Debra McFarlane

**Telephone:** 0114 2692773

**Email:** [enquiries@st-josephs.sheffield.sch.uk](mailto:enquiries@st-josephs.sheffield.sch.uk)

**Website:** [www.st-josephs.sheffield.sch.uk/](http://www.st-josephs.sheffield.sch.uk/)

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be

a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to [the reception year] in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident our parish. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by

the shortest distance. Distances are calculated on the basis of a straight-line measurement using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to St. Joseph's Primary School by the closing date – 15th January 2022

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case

and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair

share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.

3. '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 Catholic 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 law of the Church].

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to

the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters,

- foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the parish map (available to view at the school) and will be applied to the admission arrangements.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## **St. Mary's Primary School, a Catholic Voluntary Academy**

Date of approval of this policy:  
Summer 2021

Approved by: Governing Body

Date of next review: Summer 2022

St Mary's Primary School was founded by the Catholic Church to provide education for children of Catholic families.

Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Mary's (see notes 3&11)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school,

the application will be placed at the top of the category in which the application is made (see note 10)

- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the Admissions Officer at St Mary's Primary School by 15th January 2022.

You will be advised of the outcome of your application on 16th April 2022 or the next working day, by the local authority



on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their**

### **Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Admissions Officer at St Mary's Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available

places. Application should be made to the school by contacting Primary Admissions, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of

the Children and Families Act 2014, specifying the special educational provision required for a child.

2. 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.

3. '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 Catholic 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 law of the Church.

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.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve

belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map which is available from the school, and will be applied to the admission arrangements for 2022/2023.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the

home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## St Marie's School, A Catholic Voluntary Academy

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St Marie's School, A Catholic Voluntary was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2021.

The governing body will, where

logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are siblings (see note 8) of Catholic children attending that school at the time of admission (oversubscription criteria (3) does not apply to this category)
3. Catholic children who are resident in the parish(es) of St Marie's, St Vincent's, St Francis', St William's and Holy Family. (see notes 3&10)
4. Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made.
5. Other Catholic children. (see note 3)
6. Other looked after and previously looked after children. (see note 2)
7. Catechumens and members of an

Eastern Christian Church. (see notes 4&5)

8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
10. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school by the Local Authority and provided to the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered

into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>3</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form (SIF) should be returned to Mrs Graham, St Marie's School, Fulwood Road, Sheffield. S10 3DQ by 15th January 2021.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 8, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.**

### **Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below

## Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs L Graham, St Marie's School, Fulwood Road, Sheffield S10 3DQ at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and

of appropriate medical and education professionals, as appropriate.

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st August 2022

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

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting The Sheffield Local Authority - <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where

admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.
3. '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 Catholic 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 law of the Church].

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and

to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the

applicant.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are determined by the Diocese of Hallam.
12. A child's "Home Address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week

## **Saint Patrick's Catholic Voluntary Academy**

St Patrick's Catholic Voluntary Academy is a Catholic school in the Diocese of Hallam.

Saint Patrick's Catholic Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be



a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 40 pupils to be admitted to the reception year in the school year which begins in September, 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

### **Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Saint Patrick's (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living

closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedure and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to The Admissions Officer, Saint Patrick's Catholic Voluntary Academy, Barnsley Road, Sheffield, S5 0QF by 15/01/2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of

being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022

### **Late Applications**

Late applications will be administered in accordance with Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications

made in-year.

Any such request should be made in writing to The Admissions Officer, Saint Patrick's Catholic Voluntary Academy, Barnsley Road, Sheffield, S5 0QF at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

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

### In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Primary Admissions, Floor 5, North

Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

### Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational

provision required for a child.

2. 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.
3. '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 Catholic 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 law of the Church.
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.
5. 'Eastern Christian Church' includes

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

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map which is available from school, and will be applied to the admission arrangements for 2022/2023.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address

given in the CAF, provided that the child resides at that address for any part of the school week.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal and Governance

Democratic Services

Town Hall

Sheffield

S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Governing Body of Saint Patrick's Catholic Voluntary Academy

Date: 26th March 2021

## **St Theresa's Catholic Primary School**

### **The Aim and Distinctive Character of the School**

St. Theresa's is proud to be a Catholic School rooted in the Gospel values.

We are committed to celebrating and sharing our faith, as well as preparing children for life in a multi-cultural society and developing respect for the values

and customs of others.

We are committed to delivering a broad and balanced curriculum to ensure that our children achieve the highest possible standards personal to them.

We aim to develop strong links between family and parish, enabling us to journey together with mutual support and respect.

**Name of school: St Theresa's Catholic Primary**

**Date of approval of this policy: Spring 2021**

**Approved by: Governing Body**

**Date of next review: Spring 2022**

St Theresa's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for

admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Theresa's (see notes 3&11)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes

4&5)

6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8)
- (iii) Attendance of the child at St Theresa's Nursery will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being

the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the Admissions Officer at St Theresa's Catholic Primary School by 15th January 2022.

You will be advised of the outcome of your application on 16th April 2022 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority

Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Admissions Officer at St Theresa's Catholic Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the

internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Primary Admissions, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in



locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

## **Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

## **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.

3. '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 Catholic 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 law of the Church.

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to

God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters,

foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application..
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map which is available from the school, and will be applied to the admission arrangements for 2021/2022.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

**St Thomas of Canterbury  
Catholic Voluntary  
Academy**

## Introduction

St Thomas of Canterbury School is a Catholic Primary School in the Diocese of Hallam working within the Diocesan Multi-Academy Trust and in collaboration with the Sheffield Catholic Schools Partnership to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and articles of association. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be supported fully by all families in the school, therefore it is hoped that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and to be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to the school. The Local Authority undertakes the coordination of the admission arrangements during the normal admissions round. Details of the co-ordinated scheme can be obtained from the Authority.

The Governing Body has determined the Published Admission Number (PAN), for pupils to be admitted to the Reception year in the school year 2022/23, to be 30. This number has been calculated according to the capacity of the school, which the law defines.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement

of Educational Needs or an Education, Health and Care Plan is dealt with by a separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

### Category One

Catholic Looked After Children and previously Looked After Children

### Category Two

Catholic children who are resident in the parishes of Our Lady of Beauchief and St Thomas of Canterbury, and The Holy Spirit, Dronfield.

### Category Three

Other Catholic children

### Category Four

Other Looked after and previously Looked After children

### Category Five

Catechumens and members of Eastern Christian Churches

### Category Six

Children of other Christian denominations whose membership is evidenced by a Minister of Religion.

### Category Seven

Children of other faiths whose membership is evidenced by a Religious Leader.

## Category Eight

Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where compelling professional written evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

The Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Please note that attendance at St Thomas of Canterbury Pre-School does not automatically guarantee that a place will be offered in the Primary School.

### Tie Break

In the event of the school reaching capacity mid category, the Governing Body as the Admissions Authority will allocate places for all the children in that category using a random allocation process which will be overseen by the Local Authority Primary Admissions team. The names of the children who fall within this category will be entered into a computer program specifically designed to randomly allocate the places available.

### Application Procedures and Timetable

The Local Authority Common Application Form (CAF) provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. Applications will be

considered on an Equal Preference basis; ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

Parents/carers are also requested to complete the Supplementary Information Form (SIF) attached to this policy if applying under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the school. Parents/carers applying under oversubscription criteria 1 to 3 should attach a copy of the child's baptismal certificate. This should be the original certificate or a certified copy of the entry into the parish's baptismal register. The baptismal certificate will be copied by the school and the original returned to you.

You will be advised of the outcome of your application on 19 April 2022, or the next working day, by the Local Authority on the school's behalf. If you are unsuccessful (unless your child has gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for applications which is 15th January 2022.

### Late Applications

Late applications will be considered in accordance with the Local Authority's coordinated admissions scheme. You are encouraged to ensure that your application is received on time.

Please note that admission to the school does not guarantee eventual admission to one of the Catholic High Schools, which have their own admission policies.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the school at the same time as the admission application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Head of School, the Governing Body will take into account the views of the parents and

of appropriate medical and education professionals, as appropriate.

PLEASE CONTACT THE SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

### **Waiting lists**

1. If children are refused admission to the school their names will be placed on a waiting list which will be established on the offer day. The waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the list. Each category on the waiting list will be subject to the random allocation process. Waiting lists for admission will operate throughout the school year until the last day of the Summer term.
2. Following the offer day, should an application be received for that school for a child with a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority.
3. A vacancy only arises in the Reception year when the number of offers of admission to the school falls below the admission number.

Please note that inclusion in the school's waiting list does not mean that a place will eventually become available.

### **False Information**

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

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made Local Authority Primary Admissions department.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you will have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

NOTES AND DEFINITIONS (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the Local Authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.
3. 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.
4. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.
5. 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.

6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. Children of other Christian denominations, as defined by the Catholic Education Service (CES), are children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves:
  - to seek a deepening of their communion with Christ and with one another in the Church, which is his body
  - to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to

include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. Sibling includes:

- (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

Documentation providing proof of the above will be required. This may include birth certificates and proof of residence.

10. Parent/carer means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

### **Place of residence**

11. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the

child resides at that address for any part of the school week.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available at the school, parents/carers have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents/carers who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal, by the date specified in the refusal letter, to:

Democratic Services

Sheffield City Council

Town Hall

Sheffield S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

## **St Thomas More Catholic Primary, A Voluntary Academy**

St Thomas More Catholic Primary was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils.

At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (This is for admission to the school at the start of the school year in September and not for applications made in-year.)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.



## **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Thomas More's (see notes 3&11)
3. Other Catholic children (see note 3)
4. Other looked after and previously looked after children (see note 2)
5. Catechumens and members of an Eastern Christian Church (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
8. Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

## **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the home and the school using the local authority's computerised measuring system on the following basis: "a straight line measurement from the home address to a designated point at the school building". In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the Admissions Officer at St Thomas More Catholic Primary by 15th January 2022.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of

being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.

### **Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in

writing to the Admissions Officer at St Thomas More Catholic Primary at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

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

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting Primary Admissions, Floor 5, North Wing, Moorfoot, Sheffield S1 4PL ([www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see

above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

### **Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.
3. '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 Catholic 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 law of the Church.

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.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ

as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

8. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers

or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the map which is available from the school, and will be applied to the admission arrangements for 2022/2023.

12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

## St Wilfrid's Catholic Voluntary Academy

### Introduction

St Wilfrid's School is a Catholic Primary School in the Diocese of Hallam working in partnership in Our Lady Seat of

Wisdom Umbrella Trust to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and articles of association. As a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be supported fully by all families in the school, therefore it is hoped that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and to be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body is the admissions authority and has responsibility for admissions to the school. The Local Authority undertakes the coordination of the admission arrangements during the normal admissions round. Details of the co-ordinated scheme can be obtained from the Authority.

The Governing Body has determined the Published Admission Number (PAN), for pupils to be admitted to the Reception year in the school year 2022/23, to be 45.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan which names the school must be admitted. Where this takes place before the allocation of places under

these arrangements, this will reduce the number of places available to other children.

### **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

#### **Category One**

Catholic Looked After Children and previously Looked After Children

#### **Category Two**

Catholic children who are resident in the parishes of Mother of God or St William of York

#### **Category Three**

Other Catholic children

#### **Category Four**

Other Looked after and previously Looked After children

#### **Category Five**

Catechumens and members of Eastern Christian Churches

#### **Category Six**

Children of other Christian denominations whose membership is evidenced by a Minister of Religion.

#### **Category Seven**

Children of other faiths whose membership is evidenced by a Religious Leader.

#### **Category Eight**

Any other children

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where compelling professional written evidence is provided at the time of application of an exceptional social,

medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made.

- (ii) The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.

The Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the 45th child admitted.

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school.

### **Application Procedures and Timetable**

The Local Authority Common Application Form (CAF) provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. Applications will be considered on an Equal Preference basis; ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

Parents/carers are also requested to complete the Supplementary Information Form (SIF) attached to this policy if applying under oversubscription criteria

1 to 3 or 5 to 7. The Supplementary Information Form (SIF) should be returned to the school. Parents/carers applying under oversubscription criteria 1 to 3 should attach the child's baptismal certificate. This should be the original certificate or a certified copy of the entry into the parish's baptismal register. The baptismal certificate will be copied by the school and the original returned to you.

You will be advised of the outcome of your application on 16 April 2021, or the next working day, by the Local Authority on the school's behalf. If you are unsuccessful (unless your child has gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for applications which is 15th January 2022.

### **Late Applications**

Late applications will be considered in accordance with the Local Authority's coordinated admissions scheme. You are encouraged to ensure that your application is received on time.

Please note that admission to the school does not guarantee eventual admission to one of the Catholic High Schools, which have their own admission policies.

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place

in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the school at the same time as the admission application is made. The Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Head of School, the Governing Body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

PLEASE CONTACT THE SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

### **Waiting lists**

1. In addition to their right of appeal,

unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year until the last day of the Summer term.

2. Following the offer day, should an application be received for a place at the school from a child with a higher priority, as determined by the admissions criteria, they will be placed on the list above those with a lower priority.
3. A vacancy only arises in the Reception year when the number of offers of admission to the school falls below the admission number.

Please note that inclusion in the school's waiting list does not mean that a place will eventually become available.

### **False Information**

1. Where the Governing Body has made an offer of a place at the school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place, the offer of a place may be withdrawn.
2. If a child 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 child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal offered if a place is refused.

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made Local Authority Primary Admissions department.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you will have the right of appeal to an independent appeal panel.

#### Fair Access Protocol

The school is committed to admitting its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

NOTES AND DEFINITIONS (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the Local Authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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.

3. 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.
4. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.
5. 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.
6. Eastern Christian Church includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. Children of other Christian denominations, as defined by the



Catholic Education Service (CES), are children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves:

- to seek a deepening of their communion with Christ and with one another in the Church, which is his body
- to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. Children of other faiths means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the

meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. Sibling includes:

- (i) All natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

Documentation providing proof of the above will be required. This may include birth certificates and proof of residence.

10.

Parent/carer means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

### **Place of residence**

11.

A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

### **Appeals against the Governing Body's decision to refuse admission**

- 1. If a place is not available at the school, parents/carers have the right

of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants

2. Parents/carers who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal, by the date specified in the refusal letter, to:

Democratic Services  
Sheffield City Council  
Town Hall  
Sheffield S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

## **Porter Croft Church of England Primary Academy**

### **Introduction**

Porter Croft CE Primary Academy is a Church of England converter Academy in the Diocese of Sheffield. It is maintained by Koinonia Academies Trust.

The Academy provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the Academy's admission criteria.

Porter Croft is a converter Academy in which the Governing Body is the

Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the Academy trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the Guide for Parents.

The admission number for 2022-23 is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part time they should speak to the Head Teacher. All Children will be admitted by the term following their 5th birthday –compulsory school age.

Please contact the Academy if you need help in completing the Common Application Form or Supplementary Information Form

### **Making an Application**

1. Applications are made on the Common Application Form
2. To support your application to Porter Croft CE Primary Academy, please complete the Supplementary Information Form. This is not an application form for admission to the Academy but will be used by the Academy when applying the admissions criteria.
3. The Common Application Form should be submitted by January 15th 2022 along with the Supplementary Information Form (if applicable).
4. Sheffield Local Authority will co-ordinate in-year transfers for Porter Croft CE Primary in 2022-23

### **Criteria For Admission**

Children who have a statement of special educational need and the Academy is named as the most appropriate education setting for the child will be admitted

## Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Looked After Children. (Definition 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the Academy is the suitable one for the child and the difficulties which would be caused if the child had to attend another school or Academy.
3. Children who have an elder brother/sister (see definition 2) attending the Academy at the time of anticipated admission.
4. Children of staff at the school (Definition 9)
5. Children of parents/carers (see definition 3) who reside in the parish of St. Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's.
6. Children who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's
7. Children of parents/carers who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination participating in 'Churches Together in England'(see

definition 5 )

8. Children who reside (see definition 8) in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination participating in 'Churches Together in England'.
9. Children who reside outside the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination participating in 'Churches Together in England'
- 10.Children who reside in the parish of St. Mary's, Bramall Lane, St. Augustine's or the previous St Silas Parish (Definition 6)
- 11.Children whose parents / carers are active and regular members of other World Faiths and who wish their child to attend this Church of England Academy – (Definition 7)
- 12.All other children  
Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving higher priority.

## Tie Break

In the event of two or more children living equidistant from the Academy, the place will be decided by drawing lots. The first name drawn will be offered the place.

## Definitions

### Definition 1 – Looked After Children

A 'relevant looked after child' is a child looked after by the Local Authority in accordance with Section 22 of the Children Act 1989 at the time an

application for admission to the Academy is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the Academy. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

### **Definition 2 -Brother/Sister**

Brother or sister refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

### **Definition 3- Parent/Carer**

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

### **Definition 4 – Regular Church Attendance**

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit a fully completed Minister of Religion Reference Form available with the Common Application Form, this form must be signed by the Minister to be valid and accepted.

### **Definition 5 – Churches Together in England**

Please refer to the website for an up to date list. [www.churches-together.net](http://www.churches-together.net)

### **Definition 6 – Children who reside in the parish of St Mary's, St Augustines, previous St Silas parish**

Addresses supplied when the original application is made (definition 8) will be checked using the 'Parish Finder' website.

The previous St Silas boundary covers Hanover Way, Broomspring Lane, Clarkehouse Road, Clarkegrove Road, Broomgrove Road to Ecclesall Road.

Archibold Way, Bath Street, Broom Green, Broom Street, Broom Walk, Broomhall Place, Broomspring Close, Broomspring Lane, Brunswick Street, Cavendish Court, Clarence Lane, Convent Place, Convent Walk, Conway Street, Dorset Street, Ecclesall Road (Moore Street to Collegiate Crescent), Egerton Close, Egerton Lane, Egerton Street, Egerton Walk, Evans Street, Exeter Drive, Exeter Place, Exeter Way, Filey Lane, Filey Street, Fitzwilliam Street (west side), Gell Street (to Glossop Road), Gloucester Crescent, Gloucester Street, Hanover Court, Hanover Square, Hanover Street, Hanover Way, Havelock Street, Headford Gardens, Headford Grove, Headford Parade, Headford Street, Hodgson Street, Holberry Close, Holberry Gardens, Monmouth Street, Peel Terrace, Ruth Square, Thomas Street, Travis Place, Victoria Street (to Glossop Road), Wharncliffe Road (odd nos).

### **Definition 7 – Active Members of Other World Faiths**

Parents / Carers whose application is based on being an active and regular (rules in definition 4 apply) member of other world faiths should submit a completed Minister of Religion Reference

Form available with the Common Application Form. Forms must be signed by the faith leader to be valid and accepted.

### **Definition 8 - Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the Academy.

### **Definition 9- Children of staff at the school**

- a) Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made. And/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

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

### **Late Applications**

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

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this Academy when the child has been refused admission.
2. A vacancy only arises when the number of offers to the Academy fall below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined

according to the Governing Body's priority of admission over subscription criteria.

5. Following the offer day, should an application be received for the Academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the Academy, they will be placed on the list, above those with a lower priority.

### **False Information**

1. Where the Governing Body has made an offer of a place at this Academy on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the Academy, the offer of a place will be withdrawn.
2. Where a child starts attending the Academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the Academy.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **Applications outside of the normal admissions round**

Applications outside the normal admissions round will be with in accordance with the LA scheme.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not offered at the Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation.
2. Parents who intend to make an appeal against the Governing

Body's decision to refuse admission must submit a notice of appeal in accordance with the requirements of the Appeals Code. Details of the appeals procedure will be sent to parents by the local authority. Appeals should be addressed to Democratic Services, Sheffield City Council, Town Hall, Sheffield S1 2HH.

## FOUNDATION SCHOOLS

### Broomhill Infant School

Beech Hill Road, Broomhill,  
Sheffield S10 2SA

School Category: co-educational

Religious Affiliation: None

Age Range: 4+ to 7+

Admission Number for Reception: 40

Anticipated number of pupils on roll at  
September 2021: 120

Head teacher: Mrs. Catherine Timbers

Telephone: 0114 266 0936

Email/Website: [enquiries@broomhill.sheffield.sch.gov.uk](mailto:enquiries@broomhill.sheffield.sch.gov.uk)

<http://broomhill.sheffield.sheffield.sch.uk>

Broomhill Infant School is a small school (120 pupils) with Foundation status. It is maintained by Sheffield CYPD. It is situated in the central area of the city. The school has four classes, two of which are mixed ages.

The school was inspected by Ofsted in June 2011 and was judged "Outstanding"

The school has been awarded the 'Eco School Green Flag' and is also a Fairtrade school. Broomhill Infant's is a RHS level 5 school and in August 2014 Broomhill Infant School became a Forest School.

The school is inclusive in nature and serves children and families from a wide range of social, cultural and ethnic backgrounds. This aspect is highly

valued in contributing to the breadth of the educational, creative and social experience of our pupils. Up to forty per cent of our children speak English as an additional language and this is celebrated in our school. The school has slightly higher than average mobility of pupils, partly due to families who study at the university or work at the hospitals and then return to their country of origin or move to another area.

The school has linked status with Nether Green Junior School. The majority of Year 2 pupils transfer to this school but a place is not guaranteed at Nether Green Junior School.

#### The Admission Code

It will apply to admission arrangements determined in 2021 for admission in school year 2022/23 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

It is the responsibility of admission authorities to ensure that admission arrangements are compliant with this Code. Where a school is the admission authority, this responsibility falls to the governing body or Academy Trust.

#### Admission Arrangements to the School

Children can start school in the September after their 4th Birthday. Parents of four year olds have greater flexibility over choosing when their child can start primary school. The Governing Body, which is the admissions authority for this school, usually admits children at one point during the school year which is September.

#### Special Educational Needs

Any child that has a statement of SEN or an EHC plan at the time of application

that names Broomhill Infant School as a first choice will be offered a place. A Statement of Special Educational Need/ EHC Plan is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

### **Admission Oversubscription Criteria**

Where there are more applications for admission than the indicated admission number<sup>1</sup>, the Admission Committee of the Governing body will apply the following criteria in order:

1. Children in Public Care (Looked After)

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.

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

2. Where the child has a sibling<sup>2</sup> attending the school at the time of admission. In addition, the attendance of an older sibling at our linked junior school (Nether Green Junior School) will be included.
3. Proximity<sup>3</sup> of the child's ordinary place of residence<sup>4</sup> to the school, with those living nearer being accorded the higher priority.

### **Notes.**

1. The Indicated Admission number for Broomhill Infant school is 40.
2. A sibling is a child who permanently or usually lives at the same address as:-

a. the child for whom an application has been made and who will attend the preferred school or the linked Junior school at the point of entry and;

b. a parent or person who has parental responsibility for the child for whom an application for admission is being made.

3. A determination of proximity is the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.
4. The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week. 'If parents share responsibility in equal measure, they will be asked to agree upon the 'normal place of residence': schools cannot make this decision for parents.

### **Allocating places**

The Admissions Committee of the Governing body allocates places on the basis of Broomhill Infant School's determined admission arrangements only, and a decision to offer or refuse admission is not made by one individual.

### **Infant class size**

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may

be admitted under limited exceptional circumstances.

### **Waiting lists**

The Admissions Committee of the Governing body maintain a clear, fair and objective waiting list for each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority is not 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, will take precedence over those on a waiting list.

On receipt of an in-year application the Admission Committee of the Governing body will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The Admission Committee of the Governing body will also inform parents of their right to appeal against the refusal of a place

### **Right to appeal**

When the Admission Committee of the Governing body informs parents of a decision to refuse their child a place at a school for which they have applied, it will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. The Admission Committee of the Governing body will not limit the grounds on which appeals can be made.

If parents/carers require any further details please contact the Head teacher.

### **Key Dates**

Closing and allocation dates will be consistent with Sheffield Authority's co-ordinated scheme – details of which will

be given in the composite prospectus.

### **Parental Preference**

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 preferences of schools in rank order of preference.

#### **PLEASE NOTE HOWEVER:**

All applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's oversubscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.



# Co-ordinated Admission Arrangements

## The Co-ordinated Scheme

The Education Act 2002 introduced changes to the way in which the Local Authority manages admission to schools.

The changes have been introduced to make admission process fairer, more transparent and less stressful for parents. The co-ordinated scheme for admissions to Reception at a Sheffield Primary 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, including Voluntary Aided, Voluntary Controlled Foundation Schools and Academies.

In order to provide every parent with an offer of one single place Sheffield Local Authority will be working collaboratively with the Governing Bodies of the Catholic, Church of England, Academies and Foundation schools within the area of Sheffield.

If you submit an application form before the closing date, a single offer of a school place will be made on 19 April 2022.

A full version of Sheffield's co-ordinated admission scheme can be found on the Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

## No common application received by the Local Authority

Parents who do not submit an application will not receive an offer of a school place on 19 April 2022.

**Please note that the LA strongly advises parents to complete and submit an application. Non-completion of a form (paper copy or online) 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 submitted an application form or applied online by the closing date.**

## Sheffield's Co-ordinated Admission Scheme and How to Apply

This is how the co-ordinated scheme works:

1. You decide on a maximum of three schools that you would like to apply for.  
  
Places at your catchment school are not guaranteed.
2. 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.
3. 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.

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

- All the Community, Voluntary Controlled, Voluntary Aided Academies and Foundation Schools in Sheffield operate an 'equal preference' system.
- The Primary admissions team will determine whether or not there are places available at your three preferred schools. If you have named a Voluntary Aided or Foundation school the LA will liaise directly with the governing body on your behalf.
- If there is a place available then your

child is “eligible for admission” for that school.

- Because 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.
- Section 2 of this booklet explains how the Local Authority determines whether your child is eligible for a place at a primary school.
- The outcome of your application will be one of the following (table below):

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

In the example at column 1 (table below) even though you would be eligible for all three schools you would only be offered School A as this is the school you have ranked highest. You would not be offered schools B or C.

If you do not obtain a place at your preferred school you will be able to appeal. Further advice on the appeals procedures is given at page 135.

### Consideration of preferences

At the closing date of 15 January 2022 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. The eligibility of your application for the schools indicated on your application is assessed against the oversubscription criteria that applies to each of the 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), Sheffield LA will allocate the highest ranked school for which you are eligible.

<b>1st Preferred School</b>	<b>School A</b>	
<b>Reasons for 1st preference</b>		
<b>2nd Preferred School</b>	<b>School B</b>	
<b>Reasons for 2nd preference</b>		
<b>3rd Preferred School</b>	<b>School C</b>	
<b>Reasons for 3rd preference</b>		

NAMES  
OF THREE  
DIFFERENT  
SCHOOLS  
AND  
REASONS  
FOR EACH

### Key

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

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

## Offer Date

Applications received by Primary Admissions up to and including 31 January 2022 will be allocated a school place on 19 April 2022.

## Late Applications

- Applications for Reception received by the Authority up to 31 January 2022, will be included in the first cycle of allocations. Any new application or change in circumstances received after 31 January 2022 will be considered after the allocation date of 19 April 2022.
- After the allocation date of 19 April 2022 parents may add or amend their preferences but may only have a maximum of 3 preferences. If a parent wishes to add a new preference(s) they will therefore have to withdraw one or more of their original preferences to leave a maximum of three.
- After 19 April 2022 the late applications/ changes in circumstances/changes to preferences will be processed in date received order and in accordance with the published oversubscription criteria. Places will be allocated to one of your preferred schools or nearest available schools depending on availability.
- Please note that vacancies that arise after allocation date are also filled in date order. This means that the place will be offered to the applicant who has the highest right of admission according to the oversubscription criteria and whose application was received after allocation date up to the date that the vacancy arose.

## Waiting Lists

(For Sheffield community and

### voluntary controlled schools)

- Voluntary Aided schools and Broomhill Infant will maintain their own waiting lists.
- The Primary Admissions Team will establish a waiting list for all Community and Voluntary Controlled primary 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 or Voluntary Controlled school or Academy where he/she has been refused a place at a school ranked higher than the allocated school. The position on the waiting list is not affected by the ranked order.
- Waiting lists will be maintained until the end of the Summer Term 2023.
- Priority on the waiting list must be determined according to the oversubscription criteria the child falls into. It is unlawful to prioritise a waiting list based on the length of time a child has spent on it. A child arriving in the catchment area will therefore have a higher place on the waiting list than a non-catchment child who has been on the waiting list longer. For this reason, your child's position on a waiting list can go down as well as up.
- A place 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 a school, and your child is at the top of the waiting list the following will happen;
  - **Before they have started school,** The Authority will automatically allocate your child the school place and withdraw the school your child had previously been allocated. It is assumed that you will take up the place at the highest ranked school. The previous school place will

be allocated to another child if there is demand for the place. You will not be contacted prior to this action being taken, therefore, if you do not wish for your child to remain on a waiting list you must inform Primary Admissions in writing.

- **After they have started school,** Primary Admissions will write to you to inform you that a place has become available. You will be asked to contact us, before a specific date, to tell us if you want the place. If you do not contact us before this date, the place will be offered to the next child on the waiting list. Your child will be removed from the waiting list.
- 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 Primary 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. It is advisable that you either consider the school that has been allocated to your child or contact Pupil Admissions for suggestions of alternative schools with available places.

### **Confirmation of address**

In order to ensure that all parents and children are treated fairly under the terms of the City Council's Admission Policy, Sheffield Local Authority reserves the right to request proof to confirm the address given on your application form.

### **Change of address**

If you change address or are planning to move, the Primary Admissions team will need to see proof of your new address. A move may change your catchment area school and affect the status of your application. Please note if you move house due to the purchase of a property, acceptable proof will be proof of completion, in order for the new address to be considered as the child's normal place of residence, completion must

take place on or before the latest date for receiving applications (31st January 2022).

Catchment status and consideration of an application is based on the child's normal place of residence at the latest date for receiving applications (31 January 2022). If you are considering a change of address you should contact Primary Admissions to be advised of the possible change to your application and to determine what proof is required.

### **Entry outside the normal year group**

Children are normally educated in their chronological year group, though exceptions may be made in specific circumstances. If you feel that your child should enter primary school earlier/later than the normal date you should make your application in writing to the Primary Admission Team. Parents are responsible for providing supporting evidence for such requests. Applications are normally considered by the Admissions Committee which will make a final decision.

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

The 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.

## 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 conditional of your visa permit your children to access state-funded schools. Please go to the following websites for how to do this:

- [www.gov.uk/right-of-abode](http://www.gov.uk/right-of-abode)
- [www.gov.uk/right-of-abode](http://www.gov.uk/right-of-abode)
- [www.gov.uk/schools-admissions](http://www.gov.uk/schools-admissions)

## Statutory Appeal

### Appeals for a Sheffield community school

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 can be obtained from the Primary Admissions Team;



Primary Admissions  
Floor 5, West Wing,  
Moorfoot  
Sheffield S1 4PL



Tel: 0114 273 5766



ed-admissions  
@sheffield.gov.uk



Alternatively you may wish to download an appeal form from Sheffield City Council's website; [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions)

Before completing your appeal form, you should read the 'Appeal Guidance for Parents' that will be sent with your 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. Parents applying in the normal admission round will be advised of the closing date. 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 about the date when the Appeal Panel will meet to consider your application. Please note at the time of writing, due to the current situation with Covid, appeals are being heard remotely via zoom.

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

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

### Appeals for a school not maintained by sheffield LA

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

## Fair Access Protocol

All Local Authority's are required to establish a protocol for placing vulnerable children over and above the normal admission procedure. 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 into a school that is full. The protocol provided a definition

of categories of children that may be considered under the arrangements. Children without a school place must take precedence over children on a waiting list attending another school. The protocol may be applied to applications received outside of the 'normal year of entry'.

# Other Useful Information

## Primary Admissions – Contact Details

The Primary Admission team is based at Moorfoot. The contact details are stated below.

During busy periods there may be occasions when you can not get through on the telephone straight away. This is due to the high level of calls. Busy times for Primary Admissions are: February - June. We welcome your comments and suggestions. If you would like to make a comment about our service please contact us (see below).



Primary Admissions  
Floor 5, West Wing,  
Moorfoot  
Sheffield S1 4PL



Tel: 0114 273 5766



ed-admissions  
@sheffield.gov.uk

**our office hours are;**  
Monday – Thursday  
9.00a.m – 5.00p.m  
Friday  
9.00a.m – 4.45p.m  
(Except bank holidays).

## Sheffield Admissions Website

The Admissions Team has its own website. A copy of this booklet can be found on the site.

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)

## Home to School Transport Policy

This section of the booklet describes the Local Authority's 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

If you think your child is eligible for free transport you should contact 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".

### **Children entitled to free school meals or those whose parents are in receipt of their maximum level of Working Tax Credit.**

From September 2007 children aged 8 but under 11 and entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit, qualify for a free bus pass if they live more than 2 miles from their qualifying school.

If you think you may be eligible under this criteria or require help or advice please contact Customer Services on 273 4567.

## **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. **Please insert any other factors you feel are relevant.**

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.

### **Sustainable Transport**

Sheffield City Council is developing a Strategy that aims to enable and encourage home to school journeys to be made by ways other than the private car, for example by walking, cycling and using public transport.

It will do this by ensuring that you have

access to travel and transport information when you make your choice of schools. We will work with young people, parents and carers and schools to see how we can improve the journey to school and encourage sustainable travel.

The objectives of our Strategy are to:

- Encourage travel by modes other than the private car
- Provide travel choice
- Improve travel safety
- Improve the health of children, young people and parents
- Raise awareness and promote sustainable travel options

### **Interactive Map**

From the following link [www.sheffield.gov.uk/gettingtoschool](http://www.sheffield.gov.uk/gettingtoschool) you can access a new easy to use interactive map to explore your sustainable travel options. This will include information on bus routes, cycle routes and safe walking routes. Adopted School Travel Plans will also be available to view.

You can access the internet for free at your local library or First Point centre.

## **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 on page 137.

This procedure should not be confused with the appeal process described on page 135 which allows you to appeal for a different school to the one you have been allocated.

If you are still unhappy you may complain to the Local Government ombudsman. See contact details below.

Local Government Ombudsman (for East Midlands and North of England)

Beverley House  
17 Shipton Road,  
York YO30 5FZ  
Tel: 01904 663200

## School Terms and Holidays 2022/2023

Please refer to the Council's website for details of term dates and school holidays [www.sheffield.gov.uk/education/our-schools/terms-and-holidays](http://www.sheffield.gov.uk/education/our-schools/terms-and-holidays)

Please note that each school organises five training and development days which are determined by the school. For information on specific training days you should contact the individual school.

Please refer directly to Voluntary Aided and Broomhill Infant for details of their holidays.

## School Dress Code

Parents/carers should contact individual schools for details of their dress code. Please note that the Authority is no longer able to offer assistance towards school uniform.

## Sheffield Early Years and Childcare Service

The Authority works closely with Early Years Providers to:

- Provide a good quality free education place for all 3 and 4 year olds whose parents want one, from the term after their third birthday.
- Develop good quality childcare for children aged 0-14 years across the City.

Details of the Early Years Education Childcare can be obtained on the Sheffield City Council website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk).

## Early Years Education Places

Every three and four year old is entitled to a free early years education place. Places are available in Nursery School and Primary School Nurseries, Young Children Centres and in most private, community and independent nurseries or pre-schools. Places are also available in eligible child-minding networks.

Further information on Early Education and Childcare is available from the Children's Information Service. Tel. 275 6699, Monday to Friday, 9.30 – 3.30 pm.

When parents or carers have any worries about their child's educational progress or development, they should discuss these with staff in school. Schools have access to a wide range of Support Services, including the Educational Psychology Service, and can seek additional expert knowledge where it is needed.

Families can seek advice directly from the Educational Psychology Service on a range of matters relating to children's development where these are not school-related. The service may be able to offer helpful ideas and strategies to try, or suggest other useful contacts. For further details contact 0114 250 6800.

## 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. For further information contact 0114 273 6394.

**To apply for a place in a Special School contact the Special Educational Needs Team on 273 6394**

## **SHEFFIELD SPECIAL SCHOOLS (PRIMARY)**

**From September 2022**

NAME OF SCHOOL  
ADDRESS  
TEL NO.  
HEADTEACHER

### **Heritage Park Community School**

(Behavioural, emotional and social difficulties) (7-16)

Norfolk Park Road, S2 2RU

Tel: 279 6850, Fax: 275 8476

Anne-Marie Oliver, Interim Executive Principal

E-mail: [heritage\\_enquiries@hphm.org](mailto:heritage_enquiries@hphm.org)

### **Holgate Meadows Community School**

(Behavioural, emotional and social difficulties) (7-16)

Lindsay Road, S5 7WE

Tel: 245 6305, Fax: 257 6761

Anne-Marie Oliver, Interim Executive Principal

E-mail: [holgate\\_enquiries@hphm.org](mailto:holgate_enquiries@hphm.org)

### **Mossbrook Primary School**

(Autism and communication difficulties)(4-11)

Bochum Parkway, S8 8JR

Tel: 237 2768, Fax: 283 9253

Headteacher: Ms J Harrison

E-mail: [enquiries@mossbrook.sheffield.sch.uk](mailto:enquiries@mossbrook.sheffield.sch.uk)

### **Norfolk Park Primary School** (Learning difficulties and complex needs)(2-11)

Park Grange Road, S2 3QF

Tel: 272 6165, Fax: 272 5932

Headteacher: Matthew Cam

E-mail: [enquiries@norfolkpark.sheffield.sch.uk](mailto:enquiries@norfolkpark.sheffield.sch.uk)

### **The Rowan Primary School** (Autism and communication difficulties)(4-11)

4 Durvale Court, S17 3PT

Tel: 235 0479, Fax: 235 0478

Headteacher: Carla Ribeiro

E-mail: [enquiries@rowan.sheffield.sch.uk](mailto:enquiries@rowan.sheffield.sch.uk)

### **Woolley Wood Primary** (Learning difficulties and complex needs)(2-11)

Chaucer Road, S5 9QN

Tel: 232 7160, Fax: 232 7161

Headteacher: Mr D Whitehead

E-mail: [enquiries@woolleywood.sheffield.sch.uk](mailto:enquiries@woolleywood.sheffield.sch.uk)

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To apply for a place in an Integrated Resource contact the Special Educational Needs Team on 273 6394

## SHEFFIELD INTEGRATED RESOURCES (PRIMARY)

From September 2022

NAME OF SCHOOL  
ADDRESS  
TEL NO.  
HEADTEACHER

**Angram Bank Community School** (Hearing Impaired)

Kinsey Road, High Green, S35 4HN

Tel: 284 8553, Fax: 284 6894, Headteacher: Mrs A Carr

E-mail: [enquiries@angrambank.sheffield.sch.uk](mailto:enquiries@angrambank.sheffield.sch.uk)

**Arbourthorne Community Primary** (Learning difficulties and complex needs)

Eastern Avenue, S2 2GQ

Tel: 239 8163, Fax: 264 2716, Headteacher: Mrs V Langley

E-Mail: [enquiries@arbourthorne.sheffield.sch.uk](mailto:enquiries@arbourthorne.sheffield.sch.uk)

**Birley Spa Community Primary** (Language, communication, interaction and Autistic Spectrum Disorders)

Jermyn Crescent, S12 4QE

Tel: 239 9106, Fax: 253 1236, Executive Headteacher: Mrs Melany Pemberton

E-mail: [enquiries@birleyspa.sheffield.sch.uk](mailto:enquiries@birleyspa.sheffield.sch.uk)

**Fox Hill Primary** (Learning difficulties and complex needs)

Keats Road, S6 1AZ

Tel: 231 3469, Fax: 285 3661, Executive Principal: Ms N Shipman,

Principal: Mr M Revill

E-mail: [enquiries@foxhill.sheffield.sch.uk](mailto:enquiries@foxhill.sheffield.sch.uk)

**Greystones Primary** (Hearing Impaired)

Tullibardine Road, S11 7GL

Tel: 266 3413, Fax: 268 6235, Headteacher Mr C Jennings

E-mail: [enquiries@greystones.sheffield.sch.uk](mailto:enquiries@greystones.sheffield.sch.uk)

**HBH Academy, Hartley Brook Primary** (Learning difficulties and complex needs)

Hartley Brook Road, S5 0JF

Tel: 245 6882, Fax: 240 2544, Head of Lower School—C . Costello

Head of Upper School—M. Cockayne

E-mail: [HBenquiries@astreahartleybrook.org](mailto:HBenquiries@astreahartleybrook.org)

**Lower Meadow Primary** (Hearing Impaired - British Sign Language)

Batemoor Road, S8 8EE

Tel: 237 2700, Fax 237 8572, Headteacher: Mrs J O'Connor

E-mail: [enquiries@lowermeadow.sheffield.sch.uk](mailto:enquiries@lowermeadow.sheffield.sch.uk)

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# SHEFFIELD INTEGRATED RESOURCES (PRIMARY)

From September 2022

NAME OF SCHOOL  
ADDRESS  
TEL NO.  
HEADTEACHER

## **Nether Green Junior** (Learning Difficulties and complex needs)

Fulwood Road, S10 3QA

Tel: 230 2461, Fax: 263 0189, Headteacher: Mrs S Jackson

E-mail: [enquiries@nethergreen-jun.sheffield.sch.uk](mailto:enquiries@nethergreen-jun.sheffield.sch.uk)

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## **Nook Lane Junior** (Language, communication, interaction and Autistic Spectrum Disorders)

Nook Lane, Stannington, S6 6BN

Tel: 234 1097, Fax: 234 1098, Headteacher: Mr S Arbon-Davis

E-mail: [enquiries@nooklane.sheffield.sch.uk](mailto:enquiries@nooklane.sheffield.sch.uk)

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## **St Thomas of Canterbury Catholic Primary** (Physical difficulties)

Chancet Wood Drive, S8 7TR

Tel: 274 5597, Fax: 274 6499, Headteacher: Mr A Truby

E-mail: [enquiries@st-tc.co.uk](mailto:enquiries@st-tc.co.uk)

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## **Stradbroke Primary** (Learning difficulties and complex needs)

Richmond Road, S13 8LT

Tel: 239 9320, Fax: 239 3430, Headteacher: Mr J Sitch

E-mail: [enquiries@stradbroke.sheffield.sch.uk](mailto:enquiries@stradbroke.sheffield.sch.uk)

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## **Wharncliffe Side Primary** (Learning difficulties and complex needs)

Brightholmlee Lane, S35 0DD

Tel: 286 2379, Fax: 229 9582, Headteacher: Mrs S Binns

E-mail: [enquiries@wharncliffeside.sheffield.sch.uk](mailto:enquiries@wharncliffeside.sheffield.sch.uk)

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# Addresses of Neighbouring Authorities

## **Rotherham**

Jon Stonehouse  
Strategic Director  
School Planning, Admission and Appeals  
Riverside House  
Main Street  
Rotherham S60 1AE  
Tel: 01709 823777

## **Barnsley**

Ms Rachel Dickinson  
Executive Director  
People Directorate, School Admissions  
PO Box 634  
Barnsley S70 9GG  
Tel: 01226 773689/773588/773677/773670  
Email: [admissions@barnsley.gov.uk](mailto:admissions@barnsley.gov.uk)  
Web: [barnsley.gov.uk/schooladmissions](http://barnsley.gov.uk/schooladmissions)

## **Derbyshire**

Ian Johnson  
Director of Children's Services  
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)

## **Doncaster**

Learning Provision Organisation Service  
Doncaster Council  
Floor 3  
Civic Office  
Waterdale  
Doncaster  
DN1 3BU  
Tel: 01302 737204  
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 5766

Sheffield City Council  
Primary Admissions  
[ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)