

Arrangements for the Y6/Y7 Admission Procedure for E-Act Parkwood Academy for entry in September 2022.

E-Act Parkwood consulted on changes to its oversubscription criteria in Autumn 2020 which have been determined and will be effective from September 2022. The Local Authority retains its statutory duty to co-ordinate the Admission procedure on behalf of all Sheffield parents and Schools in order to make a single offer on the national allocation day of 1 March 2022. E-Act Academy will be responsible for applying the new oversubscription criteria and informing the Local Authority of the criterion applied to each applicant.

The oversubscription criteria will only be applied in the event that the number of applications exceeds the Published Admission Number of 180.

Named contacts:

Tracy Green, Admissions Officer, Local Authority tracy.green@sheffield.gov.uk

Sarah Windle, E-Act Parkwood Academy sarah.windle@e-act.org.uk

Process for Y7 Admissions

Action	By whom	When
Application packs sent to parents of all Y5 children	Local Authority	July 2021
Applications (E-Apps and paper will be sent to Sarah Windle through the Anycomms system	Tracy Green	Every Monday from mid July 2021
The Supplementary Information Form will be placed on the web site	Local Authority and E-Act Parkwood Academy	Before application packs are circulated early
Governors Admission Sub Committee will be set up comprising a minimum of 3 Governors	E-Act Parkwood Academy	By early December 2021 at the latest
Each application will be assessed based on the published criteria and the category communicated to the Local Authority	E-Act Parkwood Academy	By the first week in January 2022 or before.
The Local Authority will process all applications and provide a full allocation list	Local Authority	Week prior to 1 March 2022
Decisions will be communicated to parents	Local Authority	1 March 2022
Late applications (1 December 2021 onwards) will be sent to E-Act Parkwood for	Local Authority	From 1 December 2021

consideration and processed after 1 March 2022		
Any vacant places will be utilised by the Local Authority for children who have not secured places at preferred schools (Refer backs)	Local Authority	February 2022 onwards
In the event of oversubscription a straight line measurement will be calculated from the home address to the school so that the tie-breaker can be used.	Local Authority	1 March 2022
Waiting lists will be maintained if required	Local Authority	From 1 March – 31 December 2022 for Y7.
In Year applications will be sent to the Academy for a decision as they are currently	Local Authority and E-Act Academy	As received