

Admission to Primary School 2023

A Guide for Parents and Carers

Closing date for applications - 15th January 2023



Apply online - www.rotherham.gov.uk/education



Apply by post - telephone 01709 823777 to request
an application form

Letter from the Strategic Director for Children and Young People's Services

Dear Parent(s)/Carer(s)

The education of children and young people is a key priority in Rotherham. We aim to give your child the best possible learning opportunities and work with you as partners in your child's learning.

Starting primary school is an important and exciting step in the life of any child, along what we hope will be the Lifelong Learning Road. I hope that this booklet will provide a clear explanation of the procedures to be followed at this important point in your child's life. It is important that, as a parent or carer, you are fully informed in the process so that your child can make a happy and successful start to, and continuation throughout their school life. The booklet summarises the Local Authority and Schools policies on the allocation of primary school places. It also refers to some of the other policies which may affect your child, either immediately or at some time in the primary education phase.

This booklet should be helpful in answering questions about starting school and staff in Children and Young People's Services can also offer advice to you. In addition each primary school publishes its own booklet, you may find it helpful therefore to contact the Head Teacher of the school you prefer your child to attend to find out more about its organisation and curriculum.

Yours sincerely

Suzanne Joyner

Strategic Director, Children and Young People's Services

INTRODUCTION

This booklet gives full details on **how to apply for a primary* school place for your child.**

Rotherham operates a co-ordinated scheme which will result in most children only receiving one offer of a place.

The information particularly applies to all those children born on or between 1st September 2018 and 31st August 2019 who should be starting at a primary school in September.

If your child is moving to a Junior school in September 2023 you will be sent a separate letter in due course. The Admissions Criteria for transfers from Year 2 to Year 3 can be found in **Section 11** of this booklet.

If you wish your child to access nursery provision further information on which schools have a nursery/foundation unit can be found in Section 4. For help and advice on private providers and funding for nursery places please contact the Families Information Service on 0800 073 0230 or email fis@rotherham.gov.uk. The Admissions Policy for Local Authority (LA) Nurseries and Foundation Stage One Units can be found in **Section 10**.

Details of the action you must take

You are encouraged to read the entire booklet, but it is most important to read Sections 5 and 6 and you must then:

- 1 Apply online at www.rotherham.gov.uk/education or request a paper application form from the Admissions Team.
- 2 If you are applying for a place at a Church of England or Catholic School for your child, you should also complete the appropriate Supplementary Information Form(s) and forward it along with any further evidence requested by your preferred school(s) (e.g. baptismal certificate). Failure to include this information may affect which admissions category your child is placed in for your preferred school(s).
- 3 Paper Common Application Forms must be returned to: **Admissions Team, Children and Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE**
- 4 **ALL** applications must be submitted to the Admissions Team by the closing date of **15th January 2023**.
- 5 Places will be allocated based on your residential address on the closing date of **15th January 2023**. Therefore you **MUST** notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill). If you are asked to provide proof of your address and this is not received by the Admissions Team your original address will be used for allocation purposes.
- 6 On **17th April 2023** a letter will be posted to your home address or an email will be sent (if you applied online and chose this option), to notify you which school your child has been allocated

The information contained in this booklet was compiled in the period within two months of its publication. It has been made available at least six weeks before the date by which parent(s)/carer(s) may exercise their right to express preferences for schools for the year to which the information relates.

The information on the Authority's policies and procedures referred to in this booklet is correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.

*** for the purpose of this booklet all references to primary schools also includes infant schools and infant and junior schools.**

CONTENTS	Page
SECTION 1 Terminology	5
SECTION 2 What are Rotherham’s Admission Arrangements?	8
SECTION 3 How the Arrangements Work	10
SECTION 4 Information on All Schools and How to Decide Which Schools To Apply for	12
Including:	
> Details of schools in Rotherham, including map	
> Additional information which may help you decide which school(s) to apply for	
> Deferred Entry to Primary School	
> Admission of children outside their normal age group	
> Early Admission to Primary School	
SECTION 5 The Admission Criteria - Is your Child Eligible For a school place?	
Including:	36
> Admission Criteria for Rotherham Community Schools and Academies	
> Fraudulent and Repeat Applications	
> Admissions Policies for Church of England and Catholic Primary Schools/Academies	
SECTION 6 Making an Application for a School Place	99
Information on how to submit an application for a Primary School place.	
SECTION 7 How are Applications Processed?	101
SECTION 8 Waiting Lists for Oversubscribed Schools	106
SECTION 9 Information on Appeals	109
SECTION 10 Rotherham Local Authority Nursery/Foundation Stage One Admissions Policy	111
SECTION 11 Year 2 - Year 3 Transfers - Moving from Infant to Junior School	113
SECTION 12 Useful Contacts	119
SECTION 13 Additional Information about Primary Education	120

SECTION 1 - TERMINOLOGY

Admission Appeal

Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to primary school. Admission arrangements will determine whether a child is eligible for admission to a particular school. Admission Arrangements should be published on the individual school websites and on the Local Authority website.

Admission Authority

The body responsible for determining the admissions arrangements for a school.

- for maintained community primary schools this is the Local Authority (LA)
- for a school which is an Academy this is the Governing Body/Academy Trustees
- for a Church of England or Catholic Primary School this is the Governing Body

Admission Criteria

The rules, which govern who should and should not be offered a place at an oversubscribed school.

Admission Limit

A higher number of children above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Number

The number of children in any relevant age group intended to be admitted in any school year as determined by the admission authority for the school/academy.

Admission Round

The procedure, arrangements and timetable whereby parents have to submit their Application for admission to school in order to receive the single offer of a school place from the Authority on the National Offer Day.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a School Place

This is where the single offer of a place at a school is made, and therefore the child's name is placed on the list of admissions to that school.

Common Application Form

The form to be used by parent(s)/carer(s) on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parent(s)/carer(s) to name schools in different admission authorities. The term 'common application form' throughout this booklet is used to refer to the online application form or the paper common application form unless otherwise stated.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

Eligible for Admission

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 meets the requirements of the admission criteria when compared to other children, within the admission number.

Foundation Stage/Nursery Units

Part of the Authority's Early Years Strategy providing a specific key learning/teaching stage for children aged 3 to 5. Nursery or Foundation Stage 1 caters for children aged 3 and 4 years on a part-time basis. Reception or Foundation Stage 2 caters for children aged 4 and 5 years on a full-time basis.

Please note: Admission to a nursery (foundation stage 1) **does not guarantee** a place in Reception (Foundation Stage 2) at the same school.

Parents of nursery age children **must** apply for a Reception place either online or by paper common application form as set out in this booklet.

Home Authority

The Local Authority within whose area the child resides.

Infant Class Size Legislation

The Regulations which give Admission Authorities the power to refuse admission once the admission number has been reached if that means teaching a class of more than 30 children in Key Stage 1.

Maintaining Authority

The Local Authority within whose area a school is situated and for which they are responsible.

National Closing Date

For Admission to Primary School in September 2023, the Government has deemed that the National Closing Date for receipt of applications will be 15th January 2023. Rotherham Authority will accept all applications received up to and including 15th January 2023 as having been received by the closing date.

Net Capacity

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula, issued by the Department for Education, is used.

Notice of Appeal

The form to be completed by the parent(s)/carer(s) and submitted to the Appeal Clerk to request an independent appeal. This is where the parent(s)/carer(s) has applied for and has received written confirmation that their child has not been offered a place at one or more of their preferred schools due to oversubscription.

Offer Day

The single day in each year in which an authority's single offer of a primary school place is communicated to parent(s)/carer(s) within the co-ordinated scheme. For 2023 the offer day will be 17th April 2023.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the published admission number.

Preference

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s). ALL Admission Authorities will be operating an 'equal preference' system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. (See also Ranking).

Potential Offer of a School Place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Qualifying Measures

The measures that would need to be taken in order to comply with the duty to limit infant class sizes in Key Stage 1. These include the necessity to employ an additional teacher or build a new classroom at the school in order to maintain class sizes at 30 or below.

Ranking

The order in which parent(s)/carer(s) list their three preferred schools on the Common Application Form to enable the Authority to determine the single offer of a school place.

Relevant Year Groups

The year group into which children are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant, J&I and Primary)	2023/24	01/09/2018 to 31/08/2019
Year 3 (Junior)	2023/24	01/09/2015 to 31/08/2016
Year 7 (Secondary)	2023/24	01/09/2011 to 31/08/2012

Single Offer of a School Place

The one offer of a place at a school which is made to a parent(s)/carer(s) from the potential offers available based on the ranking of the preference(s) expressed.

Supplementary Information Form

This is information that a Church of England or Catholic school/academy requires about a child's/family's religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Transfer

The movement from one school to another which is outside of the initial admissions process for the relevant year groups above. Commonly referred to as In-year transfers.

SECTION 2 - WHAT ARE ROTHERHAM'S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in a co-ordinated procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents* and improves the admission processes that parents often find stressful. The aim is to produce an admissions system which is streamlined and reduces the number of application forms parents have to complete where they apply for more than one school.

We co-ordinate our admission arrangements with all other local authorities.

Every parent of a child resident in Rotherham who has applied for a school place in any area will receive a single offer of a primary school place on the same day from their home Authority**.

Please note:

- * All references to 'parents' also refers to carers/guardians who have parental responsibility for the child.
- ** All references to 'the Authority' relates to Rotherham Authority.

Key points are:

- A Common Application Form for all primary schools
- **ALL** applications for Rotherham residents should be returned to the Admissions Team
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as a 1st or 2nd preference
- Places will be allocated based on your child's residential address **on 15th January 2023**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of **residence** (i.e., utility/council tax bill, tenancy agreement, driving licence, child benefit letter).

Parents who move address after 15th January 2023 should note that the above information.

- You can apply on-line at www.rotherham.gov.uk/education or you can request and complete a paper Common Application Form. The closing date for receipt of application is **15th January 2023**
- Parents to receive a single offer of a school place
- All offers of a school place to be made by the home LA
- All offers of a school place to be sent to parents on the same day

The admission arrangements follow a four-step process

Step One A parent expresses preferences for up to three primary schools and ranks their preferences in order.

- Step Two** The appropriate admission authority will determine whether or not the child is eligible for admission to each school. Where the governing body of a Church of England or Catholic school or academy or any other Local Authority (for schools outside this Authority) is responsible for admissions, they will determine who is eligible for a place and inform Rotherham Authority.
- Step Three** A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.
- Step Four** The parent of a child resident in Rotherham who has submitted an application by the closing date will receive a written offer of a school place from Rotherham Authority on **17th April 2023**.

This booklet contains information, which describes the process in more detail, and you are **strongly advised** to read the booklet **before** you apply for your three primary schools.

There are a number of technical terms, which we have to use in the admissions process that may not be easy to understand. Explanations of these are given in **Section 1**.

SECTION 3 - HOW THE ARRANGEMENTS WORK

The co-ordinated scheme for admission to primary school is designed to enable you to apply for any three primary schools and to receive a single offer of a school place where your child is eligible.

A full copy of the Co-ordinated Scheme for the Admission Arrangements for Primary Schools – 2023/24 is available to download from our website www.rotherham.gov.uk/education or by contacting the Admissions Team on (01709) 823777.

You will only have to submit one Common Application Form in order to apply for a place at any three primary schools including Church of England and Catholic Schools, Academies within and/or outside of Rotherham,

You should apply on-line or return the Common Application Form by post by **15th January 2023**. A single offer of a school place for your child will be posted or emailed (if you applied on line) on the **17th April 2023, (although, in some instances it may not necessarily be one of the three named schools).**

This is how the co-ordinated scheme works

- 1) You decide which three schools you would prefer your child to attend.
- 2) Having decided on your three schools you should state which is your first, second and third preference in your application, taking care to ensure that the schools are ranked in your order of preference and that you have correctly named each school (please refer to the table in Section 4).

1 st preference school	School A
2 nd preference school	School B
3 rd preference school	School C

Please provide full details of your reasons for choosing each preferred school in the appropriate box.

- 3) The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on your application. If there is a place available for your child at a school then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. If you have stated three schools on your application your child could be eligible for admission to none, one, two or three schools. **Section 5** explains how it is determined whether your child is eligible for admission at a primary school.
- 4) The outcome of your application will be one of the following eight possibilities:

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	N	N	P	P	P	N	N
2 nd	School B	P	P	N	P	N	N	P	N
3 rd	School C	P	P	P	N	P	N	N	N

Key

- P** Place available – your child is eligible for admission which creates a potential offer.
- N** School oversubscribed – your child is not eligible for admission in accordance with the admission criteria.

Each of the eight outcomes shows whether or not your child is eligible for admission at a school and what was the highest preference of school which could be offered. Each of the eight outcomes is explained below.

- Outcome 1 Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.
- Outcome 2 Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be School B.
- Outcome 3 Your child is only eligible for admission to School C, therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4 Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5 Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6 Your child is only eligible for admission to your highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7 The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8 Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on your application, **a place will be allocated to your child at the catchment school, if places are available**, or the nearest community or controlled school in Rotherham with places available. Brampton Ellis CE Primary School, or one of Rotherham's Academies may also be offered under this process if places are still available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

Please note:

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form so it does not matter whether or not your child is eligible for a school named as a lower preference.

How will applications for other schools be considered?

All admission authorities will operate an 'equal preference' system in relation to all preferences.

The Governing Body is the admissions authority for any Church of England or Catholic Primary School/Academy and they will categorise applications against their admissions criteria to determine potential eligibility of a place at their school. Full admission policies for these schools are available on individual school websites and in Section 5 of this booklet. They are also published on the local authority website www.rotherham.gov.uk/education

The Governing Body/Academy Trust is the admissions authority for any school which is an academy. The Governors/Trustees may choose to adopt the local authority admissions criteria to determine eligibility for a place. Further information is also available on individual school websites.

The Local Authority will, on behalf of the Governing Bodies/Academy Trustees co-ordinate all applications for admission to Reception class in a primary school in 2023/24 and will make offers on behalf of the relevant admissions authority on the national offer day.

SECTION 4 - INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand the different categories of schools which are available within the Rotherham area. All the primary schools in Rotherham are co-educational day schools. There is no selection for places on the basis of ability or aptitude.

Year Groups for the academic year group 2023/24

Year Group	Age Range			
Nursery (Foundation 1)	From 3 years			
Reception (Foundation 2)	01/09/18	to	31/08/19	4 – 5 years
Y1	01/09/17	to	31/08/18	5 – 6 years
Y2	01/09/16	to	31/08/17	6 – 7 years
Y3	01/09/15	to	31/08/16	7 – 8 years
Y4	01/09/14	to	31/08/15	8 – 9 years
Y5	01/09/13	to	31/08/14	9 – 10 years
Y6	01/09/12	to	31/08/13	10 – 11 years

Primary School Types

Nursery	Schools which cater for children aged 3 – 4 years.
Infant	Schools which cater for infant age children either 4 – 7 years or 3–7 years if the school has a Nursery/Foundation Unit. Children who attend an infant school normally go on to the associated junior school (see Section 11).
Junior	Schools which cater for children aged 7 – 11 years.
Junior & Infant or Primary	Schools which cater for children either 4 – 11 years or 3 – 11 years if the school has a Nursery/Foundation Unit.

From 1st September 2023 this Authority will have 96 schools of which 77 are Infant & Junior or primary schools, 10 are Infant schools and 9 are Junior schools. This Authority also has Nursery Schools at Aughton, Rawmarsh and The Arnold Centre.

At the time of publication of this booklet some of the Authority's primary schools have converted to, or are in the process of converting to, Academy status.

Community (Maintained) Primary Schools and Academies

Date of Admission to Community Schools and Academies

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday (compulsory school age). However, the policy in Rotherham is to admit all children to school at the beginning of the Autumn Term prior to their fifth birthday. However please refer to information on delayed and deferred admission below.

Community (maintained)	This is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Local Authority.
-------------------------------	--

Academies	An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by Schools and may have sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school. Admission into the school is the responsibility of the school governing body and not the Local Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body during the normal admission round.
------------------	---

Date of Admission to Church of England and Catholic Primary Schools and Academies

Voluntary Aided Schools may have different points of admission and dates of entry to those at Community Schools or Academies. Please contact the individual schools for further details of their dates of admission.

Church of England and Catholic Primary Schools	<p>This is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Rotherham the voluntary organisations involved are the Catholic Church and the Church of England. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Local Authority who will make the offer of a place on behalf of the Governing Body.</p> <p>Schools which are voluntary aided will refer to this in their schools names (see table in Section 4).</p>
---	---

Trust Schools	This is a school established by a trust and jointly maintained by the Authority. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Local Authority who will make the offer of a place on behalf of the Governing Body.
----------------------	---

DEFERRED AND DELAYED ENTRY TO PRIMARY SCHOOL

Deferred Entry to Primary School within the normal year of admission

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

Rotherham Authority will make an offer of a school place for admission in the September following a child's fourth birthday. Parents/carers may request that their child's entry be deferred until later in the same school year and the place is held for that child and is not available to be offered to another child.

Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

Parents/carers can defer the date their child is admitted to the school until later in the school year but **not** beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1. If your child was born on or between 1st April and 31st August and you are considering not enrolling your child in a school until they are in Year 1 then you are strongly advised to contact the School Admissions Team for further guidance.

If you wish to defer your child's admission or take up the place on a part-time basis you are advised to contact the Head Teacher of the school allocated to discuss the matter further. You should also notify the Admissions Team **in writing** of your intentions, email admissions.enquiries@rotherham.gov.uk.

Admission of children outside their normal age group (delayed admission)

It is generally considered better for children to stay within their peer group. The year group in which a child is taught has implications for a child's social as well as educational development. However parents may, **in exceptional circumstances**, seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health.

In addition, the parents of a summer born child 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. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Before deciding to apply for your child to be educated outside of their normal year of admission you should first contact the school(s) you are interested in applying for to discuss your reasons and/or any concerns you have. If, having spoken to the Head Teacher(s) of your preferred school(s), you decide to proceed with your request, you should submit this in writing to the Admissions Team, with full supporting reasons for your request. **This request must be submitted, along with your application form stating your preferred school(s), by the closing date for receipt of applications for the normal year of admission.**

Upon receipt of your written request the Authority will seek and take into account the views of the Head Teacher(s) of the preferred school(s). It is possible that the Governing Body of one or more of your preferred schools(s) may be its own Admissions Authority. You should be aware that not all of your preferred schools may be in agreement with your request as one admission authority cannot be required to honour a decision made by another admissions authority. Therefore you may need to decide whether your preference for a particular school outweighs your wish to defer your child's admission until the following year.

Admission Authorities will make a decision based on the circumstances of each case and in the best interests of the child, taking into account the views of the Head Teacher, including the Head Teacher's responsibility for the internal organisation, management and control of the school. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any relevant professional(s); and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where the Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group, the application submitted for the normal year of admission will be withdrawn and disregarded and as such, an offer of a school place for the normal year of admission will not be made. Instead, the parent(s) will be invited to apply for a place in the admissions round for the following year but should be aware that normal admissions procedures and criteria will apply and there is no guarantee that a place will be offered at the requested school(s) just because the request to be educated out of year group has been approved. The application for a school place(s) will be considered in accordance with the oversubscription criteria along with all other applications received for the preferred school(s).

Please note - If you subsequently change your mind about which schools you wish to apply for, please be aware that consultation must take place with your new preferred school(s) as the Head Teacher may not support your request for your child's admission outside their usual year group.

Parents may wish to consider deferred or part-time entry within the normal year of admission as an alternative option (please see [Deferred Entry](#) above).

Moving on to Junior and Secondary School - Where a child has been educated out of their normal age group, their parent will again need to request admission out of the normal age group when their child reaches the age where they would normally be transferring to junior or secondary school. Requests will be re-considered by the relevant Admissions Authority to decide whether to continue educating the child out of their normal age group. A decision will be made on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.

Appeals - Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Early Admission to Primary School

Although most children will be admitted to a school within their own age group, occasionally parents seek places outside of the normal age group for their child. Admission Authorities are advised to consider such requests carefully and make decisions on the basis of the individual circumstances of each case. However, it is important to note that early admission will only be considered for a **maximum of one term early** and will only be granted in **very exceptional circumstances**. In such cases an application must be made in writing to Children and Young People's Services, giving full details. Consideration to the request will be required from the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. A report or advice from an Educational Psychologist may be required along with information from the Head Teacher/Manager of the child's nursery school/setting. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to submit an application for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on (01709) 823777.

It should be noted that all early education providers (e.g. pre-schools, day nurseries, children's centres and some child minders) that receive funding to deliver early education to 3 and 4 year olds are required to plan activities and experiences within the Early Years Foundation Stage framework that will enable children to work towards the Early Learning Goals. Each early education provider has an Outreach Teacher who visits the nursery to ensure the curriculum is being delivered appropriately. Although the majority of children attend a school nursery for their foundation stage 1 year, it is possible for children to remain with their preschool/ day nursery provider until starting full-time school. Both schools and private/voluntary early education providers deliver the same Early Years Foundation Stage framework. If you feel your child's needs are not being met please speak to the Nursery Teacher/Manager to discuss your concerns. If you have any further queries please contact an Admissions Officer on (01709) 823777 or the Early Years Adviser on (01709) 823549.

Nursery and Foundation Units

Foundation Units have been established in some primary schools. Where this has taken place the present nursery stage of education will be referred to as Foundation Stage 1 (FS1) and the present Reception stage of education will be referred to as Foundation Stage 2 (FS2). If a school does not have a Foundation Unit the relevant age groups will still be referred to as Nursery and Reception. Please see the list of schools later in this section for details of which schools have nursery (FS1) provision.

Please note: Admission to a nursery (FS1) class **is not** a guarantee of a place in the Reception (FS2) class at the same school and no priority is given in the admissions criteria for Community Primary Schools or Academies to children already attending the nursery school.

Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each primary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the primary schools in Rotherham together with additional information on school size and type etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is www.education.gov.uk and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Council's Home to School Transport Policy can be accessed at http://www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport/3

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on your application.

1 School Prospectus

All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children and the monitoring of progress for children.
- arrangements for children who are Looked After
- arrangements for children with special educational needs
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance
- home/school arrangements
- child protection
- the school behaviour policy

You should contact the relevant school to obtain a copy free of charge.

2 Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents' evening. Please be aware that visiting a school or putting your child's name down at a school is not in itself an application for a place. You **must** submit an application naming your preferred school(s) by the closing date of 15th January 2023.

You may wish to consider asking the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?
- How does the school recognise and reward achievement?
- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school's dress code?

You may wish to consider these points when you have visited a school:

- Were you given a friendly welcome from staff and children?

- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did children have unlimited access to books and materials?
- Were there well-presented displays of children's work throughout the school?
- Were the children active and happy?

3 Catchment Areas

When considering which schools to include on your application you may wish to know in which school's catchment area your home address lies. Your home address will usually only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Team on (01709) 254831 or on www.rotherham.gov.uk/schools-schooling/school-admission

There are a limited number of streets which may fall into the catchment area of two schools as a shared area. You may request a copy of a map showing the catchment area of a particular school(s) by telephoning (01709) 254831.

You are strongly advised to obtain this information direct from the School Organisation Team or from the website and not from any other source.

Certain schools do not have catchment areas. These are mainly the schools with religious affiliations. The Governors of the 16 Church of England and Catholic Primary Schools/Academies have entered into agreements with the Local Authority on each school's admissions policy and the number of children to be admitted. The areas which these schools serve do not coincide with those of LA community (maintained) schools and Academies. The areas are defined by the Church Authorities and they may act as neighbourhood schools.

4 Considering your preferred schools

When deciding and naming your preferences on your application you should take into account whether your child has a reasonable chance of being offered a place at the schools named i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year*
- the number of places allocated in each admission criteria*

*Further information regarding the allocation of places last year can be found in pages 34-35 of this booklet.

5 Education Health and Care Plans

Most children can cope well in their primary school and some children will be given help by the inclusion support services within and available to their school. The Educational Psychology Service can give other support and advice to schools and parents/carers. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject of an Education Health and Care Plan (EHCP) s/he, will have an Annual Review of their Special Educational Needs during the academic year 2022/23 (most likely within the autumn term 2022). The review will take into account your views and may make any one of the following recommendations:

- i) that your child may continue to require an EHC Plan following transfer to a primary school;
- ii) that your child's special educational needs can be met by a primary school within its own resources and with help from commonly available support services (at SEN Support stage of the

graduated response). Such an outcome may result in a decision that your child's EHC Plan can be ceased;

- iii) that your child's needs would be most appropriately met in a specialist provision such as a special school or specialist unit, and not in a mainstream primary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and decisions.

You will be notified as soon as possible of the Authority's recommendation arising from the Annual Review and of your right to appeal to an Independent Tribunal if you wish to do so.

- If your child **has/will** continue to have an EHC Plan please contact your assessment co-ordinator to express your preference of primary school as part of the annual review process.
- If your child **does not/will not** have an EHC plan, then you must apply via the Authority's School Admissions Team naming your preferred primary school by the closing date for receipt of applications.

If you have any concerns about Special Educational Needs, EHC Plans, you should discuss this with your child's school/education setting. If you have any concerns about Assessments of Special Educational Needs, you can contact the EHC Assessment Team – via email on assent@rotherham.gov.uk or by phone (01709) 823660 (please note that email is the preferred way of contacting the team).

You may also wish to contact the Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) on (01709) 823627.

Copies of the booklet "Special Educational Needs - A Guide for Parents/Carers" are also available from www.gov.uk/government/publications/send-guide-for-parents-and-carers

6 The Role of the Head Teacher in School Admissions

Head Teachers have no individual role in school admissions. In Academies, Church Schools and Trust Schools the governing body/academy trust is the admissions authority and they will determine whether a place can be potentially offered to the parent. The Local Authority acting on behalf of the governing body/trustees will make the offer of a school place.

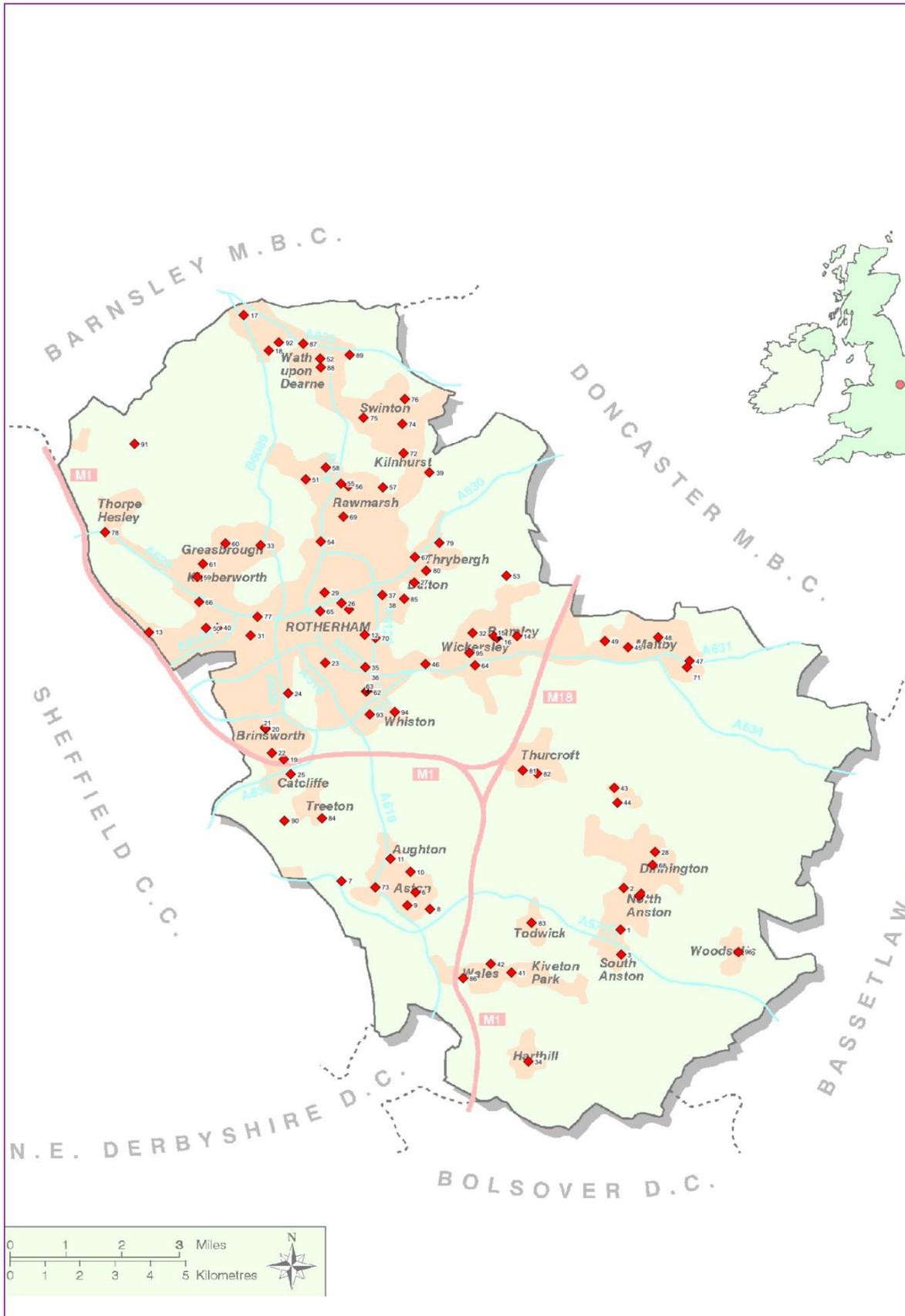
7 Role of the Local Admissions Forum

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

8 Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.

ROTHERHAM AREA MAP



Reproduced from the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office © Crown copyright.
 Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Rotherham MBC Licence No. 100019587.
 A-Z Maps Copyright Geographers' A-Z Map Co. Ltd



Rotherham
 Metropolitan
 Borough Council

05/08/2019

gis@rotherham.gov.uk (01709) 823364
 Rotherham Metropolitan Borough Council
 Corporate ICT
 Riverside House
 Main Street
 Rotherham
 S60 1AE

ROTHERHAM AREA MAP

Location of Primary Schools and Academies

ID	SCHOOL	ID	SCHOOL
1	Anston Brook Primary	49	Maltby Redwood Academy
2	Anston Greenlands Primary	50	Meadow View Primary
3	Anston Hillcrest Primary	51	Monkwood Primary Academy
4	Anston Park Infant	52	Our Lady & St. Joseph's Catholic Primary
5	Anston Park Junior	53	Ravenfield Primary Academy
6	Aston All Saints CE Primary	54	Rawmarsh Ashwood Academy
7	Aston Fence Junior & Infant	55	Rawmarsh Rosehill Junior
8	Aston Hall Junior & Infant	56	Rawmarsh Ryecroft Infant
9	Aston Lodge Primary	57	Sandhill Primary Academy
10	Springwood Junior Academy	58	Rawmarsh Thorogate Junior & Infant
11	Aughton Junior Academy	59	Redscope Primary
12	Badsley Primary	60	Rockingham Junior & Infant School
13	Blackburn Primary	61	Roughwood Primary
14	Bramley Grange Primary	62	Sitwell Infant
15	Bramley Sunnyside Infant	63	Sitwell Junior
16	Bramley Sunnyside Junior	64	St Alban's CE Primary, Wickersley
17	Brampton Cortonwood Infant	65	St Ann's Junior & Infant
18	Brampton The Ellis CE Primary	66	St Bede's Catholic Primary
19	Brinsworth Howarth Primary	67	St Gerard's Catholic Primary
20	Brinsworth Manor Infant	68	St Joseph's Catholic Primary (Dinnington)
21	Brinsworth Manor Junior	69	St Joseph's Catholic Primary (Rawmarsh)
23	Brinsworth Whitehill Primary	70	St Mary's Catholic Primary (Herringthorpe),
23	Broom Valley Community School	71	St Mary's Catholic Primary (Maltby)
24	Canklow Woods Primary	72	St Thomas CE Primary (Kilnhurst)
25	Catcliffe Primary School	73	Swallownest Primary
26	Coleridge Primary	74	Brookfield Primary Academy
27	Foljambe Primary School	75	Swinton Fitzwilliam Primary
28	Dinnington Community Primary	76	Swinton Queen Primary
29	Eastwood Village Primary School	77	Thornhill Primary
30	East Dene Primary	78	Thorpe Hesley Primary
31	Ferham Primary	79	Thrybergh Fullerton CE Primary Academy
32	Flanderwell Primary	80	Thrybergh Primary School
33	Greasbrough Primary School	81	Thurcroft Infant
34	Harthill Primary	82	Thurcroft Junior Academy
35	Herringthorpe Infant School	83	Todwick Junior & Infant
36	Herringthorpe Junior School	84	Treeton CE Primary
37	High Greave Infant	85	Trinity Croft CE Primary
38	High Greave Junior	86	Wales Primary
39	Kilnhurst Primary	87	Wath CE Primary
40	Kimberworth Community Primary	88	Wath Central Primary
41	Kiveton Park Infant	89	Wath Victoria Primary
42	Kiveton Park Meadows Junior	90	Waverley Junior Academy
43	Laughton All Saints CE Primary	91	Wentworth CE Junior & Infant
44	Laughton Junior & Infant	92	West Melton Junior & Infant
45	Maltby Lilly Hall Academy	93	Whiston Junior & Infant
46	Listerdale Junior Academy	94	Whiston Worrygoose Junior & Infant
47	Maltby Craggs Community School	95	Wickersley Northfield Academy
48	Maltby Manor Academy	96	Woodsetts Primary

List of Primary Schools in Rotherham

A Community Schools and Academies

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
ANSTON BROOK PRIMARY Ryton Road North Anston Sheffield S25 4DN Tel: (01909) 550599 enquiries@abp.wvpat.org www.anstonbrook.co.uk	170	30	26	26
ANSTON GREENLANDS PRIMARY Edinburgh Drive North Anston Sheffield S25 4HD Tel: (01909) 550557 office@greenlandsprimary.org www.anstongreenlands.org	210	30	-	-
ANSTON HILLCREST PRIMARY Hawthorne Avenue South Anston Sheffield S25 5GR Tel: (01909) 550023 school@anstonhillcrest.org www.anstonhillcrestprimary.co.uk	213	30	30	20
ANSTON PARK INFANT Park Avenue North Anston Sheffield S25 2QZ Tel: (01909) 550011 enquiries@api.wvpat.org www.anstonparkinfant.co.uk	152	60	-	-
ANSTON PARK JUNIOR Park Avenue off Nursery Road North Anston Sheffield S25 2QZ Tel: (01909) 550779 enquiries@anstonparkjuniors.co.uk www.anstonpark-jun.rotherham.sch.uk	225	75	-	-
THE ARNOLD CENTRE Goldsmith Road Herringthorpe Rotherham S65 2LY Tel: (01709) 828983 arnold.centre@rotherham.school www.thearnoldcentre.co.uk	-	-	78	78
ASTON FENCE JUNIOR & INFANT Sheffield Road Woodhouse Mill Sheffield S13 9ZD Tel: (0114) 2692688 office@astonfence.org www.astonfence.wixsite.com	211	30	-	-

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
ASTON HALL JUNIOR & INFANT Church Lane Aston Sheffield S26 2AX Tel: (0114) 2879811 office@astonhallschool.org www.astonhallschool.co.uk	304	45	-	-
ASTON LODGE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872432 office@astonlodgeprimary.org www.astonlodgeprimary.org	145	30	30	30
SPRINGWOOD JUNIOR ACADEMY Aughton Lane Aston Sheffield S26 2AL Tel: (0114) 2872597 info@springwoodacademy.org www.springwoodacademy.org	182	30	30	30
AUGHTON EARLY YEARS CENTRE Main Street Aughton Sheffield S26 3XH Tel: (0114) 2872530 centre@aughtoneyc.org www.aughtoneyc.rotherham.sch.uk	-	-	52	52
AUGHTON JUNIOR ACADEMY Turnshaw Avenue Aughton Sheffield S26 3XQ Tel: (0114) 2873091 info@aughtonacademy.org www.aughtonacademy.org	147	30	-	-
BADSLEY PRIMARY Badsley Moor Lane Rotherham S65 2QS Tel: (01709) 828665 school@badsleyprimary.org www.badsleyprimary.org	560	90	-	-
BLACKBURN PRIMARY Baring Road Blackburn Rotherham S61 2BU Tel: (01709) 740412 office@blackburnprimary.org www.blackburnprimaryschool.org.uk	202	30	26	26
BRAMLEY GRANGE PRIMARY Howard Road Bramley Rotherham S66 2SY Tel: (01709) 543664 reception@bramleygrangeprimary.co.uk www.bramleygrangeprimaryschool.co.uk	228	45	26	26

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
BRAMLEY SUNNYSIDE INFANT Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 543061 enquiries@bsi.school www.bramleysunnysideinfant.co.uk	225	75	39	39
BRAMLEY SUNNYSIDE JUNIOR Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 542331 contact@bsjs.co.uk www.bsjs.co.uk	321	90	-	-
BRAMPTON CORTONWOOD INFANT Chapel Avenue Brampton Bierlow Barnsley S73 0XH Tel: (01236) 340044 school@bc.jmat.org.uk www.bramptoncortonwoodinfants.co.uk	115	50	24	24
BRINSWORTH HOWARTH PRIMARY Whitehill Lane Brinsworth Rotherham S60 5JR Tel: (01709) 828613 school@howarth.jmat.org.uk www.brinsworthhowarth.co.uk	186	30	15	0
BRINSWORTH MANOR INFANT Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828187 office@brinsworthmanorinfants.co.uk www.brinsworthmanorinfants.co.uk	198	80	39	39
BRINSWORTH MANOR JUNIOR Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828505 enquiries@bmj.wwpat.org www.bmaj.rotherham.sch.uk	237	80	-	-
BRINSWORTH WHITEHILL PRIMARY Howlett Drive Brinsworth Rotherham S60 5HT Tel: (01709) 828242 office@brinsworthwhitehill.org www.brinsworthwhitehill.org	245	45	40	40
BROOKFIELD JUNIOR ACADEMY Lime Grove Swinton Mexborough S64 8TQ Tel: (01709) 570727 info@brookfieldjunioracademy.org www.brookfieldjunioracademy.org	229	45	26	26

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
BROOM VALLEY COMMUNITY SCHOOL Broom Valley Road Rotherham S60 2QU Tel: (01709) 828636 office@bvcs.org.uk www.broomvalleycommunityschool.co.uk	349	60	26	26
CANKLOW WOODS PRIMARY Wood Lane Canklow Rotherham S60 2XJ Tel: (01709) 828405 enquiries@cwpat.org www.canklowwoods.rotherham.sch.uk	208	30	14	14
CATCLIFFE PRIMARY SCHOOL Rotherham Road Catcliffe Rotherham S60 5SW Tel: (01709) 828598 catcliffe@learnerstrust.org www.thelearnerstrust.org/catcliffe-primary	121	30	20	20
COLERIDGE PRIMARY Coleridge Road Eastwood Rotherham S65 1LW Tel: (01709) 828988 enquiries@coleridgeprimary.org www.coleridgeprimary.org	200	30	15	15
DINNINGTON COMMUNITY PRIMARY School Street Dinnington Sheffield S25 2RE Tel: (01909) 550034 enquiries@dcp.wwp.at.org www.dcpschool.co.uk	190	30	39	39
EAST DENE PRIMARY Doncaster Road East Dene Rotherham S65 2DF Tel: (01709) 512302 enquiries@eastdene.org www.eastdene.org	280	45	15	15
EASTWOOD VILLAGE PRIMARY SCHOOL Eldon Road Rotherham S65 1RD Tel: 01709 374425 enquiries@eastwoodvillageprimary.org www.eastwoodvillageprimary.org	175	30	15	15
FERHAM PRIMARY Ferham Road Rotherham S61 1AP Tel: (01709) 740962 school@fep.jmat.org.uk www.ferhamprimary.org.uk	180	30	30	12

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
FLANDERWELL PRIMARY Greenfield Court Flanderwell Rotherham S66 2JF Tel: (01709) 546771 flanderwell@flp.dsat.education www.flanderwell.co.uk	349	60	30	30
GREASBROUGH PRIMARY SCHOOL Munsbrough Rise Greasbrough Rotherham S61 4RB Tel: (01709) 740751 greasbrough@willowtreeacademy.org www.greasbroughprimary.com	215	45	25	25
HARTHILL PRIMARY Union Street, Harthill Sheffield S26 7YH Tel: (01909) 770291 school@harthill.jmat.org.uk www.harthillprimary.co.uk	170	30	-	-
HERRINGTHORPE INFANT SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828959 office@herringthorpeinfantschool.co.uk www.herringthorpeinfantschool.co.uk	252	90	23	23
HERRINGTHORPE JUNIOR SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828168 herringthorpe@willowtreeacademy.org www.herringthorpejuniors.com	356	90	-	-
HIGH GREAVE INFANT High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850201 hginfants@learnerstrust.org www.highgreaveschools.co.uk	97	60	26	26
HIGH GREAVE JUNIOR High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850566 hjuniors@learnerstrust.org www.highgreaveschools.co.uk	185	60	-	-
KILNHURST PRIMARY Hooton Road, Kilnhurst Mexborough S64 5TA Tel: (01709) 570590 enquiries@kps.wwwpat.org www.kilnhurstprimary.org	165	30	26	3

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
KIMBERWORTH COMMUNITY PRIMARY Kimberworth Road Kimberworth Rotherham S61 1HE Tel: (01709) 740879 Nursery: (01709) 740879 office@kcps.org.uk www.kimberworthprimary.org.uk	208	30	35	35
KIVETON PARK INFANT Station Road Kiveton Park Sheffield S26 6QP Tel: (01909) 770303 school@kpi.jmat.org.uk www.kivetonparkinfants.co.uk	141	45	39	-
KIVETON PARK MEADOWS JUNIOR Storth Lane Kiveton Park Sheffield S26 5QT Tel: (01909) 771207 school@kpmj.jmat.org.uk www.kivetonparkmeadowsjuniors.co.uk	192	59	-	-
LAUGHTON JUNIOR & INFANT School Road Laughton Sheffield S25 1YP Tel: (01909) 550477 School@lji.jmat.org.uk www.laughtonjuniorinfantschool.co.uk	210	30	26	
LISTERDALE JUNIOR ACADEMY Beech Avenue Brecks Rotherham S65 3HN Tel: (01709) 543719 info@listerdaleacademy.org www.listerdaleacademy.org	327	60	26	26
MALTBY CRAGS COMMUNITY SCHOOL Strauss Crescent Maltby Rotherham S66 7QJ Tel: (01709) 812729 crag@nexusmat.org www.crag-community-school.org.uk	352	60	30	30
MALTBY LILLY HALL ACADEMY Cliff Hill Maltby Rotherham S66 8AU Tel: (01709) 812148 info@maltbylillyhallacademy.com www.maltbylillyhallacademy.com	394	60	30	30
MALTBY MANOR ACADEMY Davy Drive Maltby Rotherham S66 8JN Tel: (01709) 813300 info@maltbymanoracademy.com www.maltbymanoracademy.com	345	60	30	30

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
MALTBY REDWOOD ACADEMY Redwood Drive Maltby Rotherham S66 8DL Tel: (01709) 812848 info@maltbyredwood.com www.maltbyredwood.com	175	30	29	29
MEADOW VIEW PRIMARY Meadowhall Road Kimberworth Rotherham S61 2JD Tel: (01709) 740500 school@mvp.jmat.org.uk www.meadowviewprimary.co.uk	162	40	26	26
MONKWOOD PRIMARY ACADEMY Monkwood Road Rawmarsh Rotherham S62 7JD Tel: (01709) 710367 office@monkwoodprimary.org www.monkwoodprimary.org.uk	403	60	45	45
RAVENFIELD PRIMARY ACADEMY Moor Lane North Ravenfield Rotherham S65 4LZ Tel: (01709) 542678 info@ravenfieldprimaryacademy.com www.ravenfieldprimaryacademy.com	178	30	30	30
RAWMARSH CHILDREN'S CENTRE Barbers Crescent Rawmarsh Rotherham S62 6AD Tel: (01709) 336868 rawmarsh@ransf.school www.rawmarshchildrenscentre.co.uk	-	-	65	65
RAWMARSH ASHWOOD ACADEMY Ashwood Road Parkgate Rotherham S62 6HT Tel: (01709) 710847 office@ashwoodprimary.org www.ashwoodprimary.org	180	30	15	15
RAWMARSH RYECROFT INFANT South Street Rawmarsh Rotherham S62 5QW Tel: (01709) 710599 admin@ryecroftinfant.co.uk www.rawmarshryecroftinfantschool.co.uk	160	60	-	-
RAWMARSH ROSEHILL JUNIOR Kilnhurst Road Rawmarsh Rotherham S62 5QH Tel: (01709) 710574 info@rosehill.org.uk www.rosehilljuniorschool.co.uk	230	60	-	-

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
RAWMARSH THOROGATE JUNIOR & INFANT Thorogate, Rawmarsh Rotherham S62 7HS Tel: (01709) 710033 office@thorogateschool.co.uk www.thorogateschool.co.uk	216	30	-	-
REDScope PRIMARY Kimberworth Park Road Kimberworth Park Rotherham S61 3JT Tel: (01709) 740350 Enquiries@redscopeprimaryschool.co.uk www.redscopeprimaryschool.co.uk	375	60	26	26
ROCKINGHAM JUNIOR & INFANT SCHOOL Roughwood Road Wingfield Estate Rotherham S61 4HY Tel: (01709) 740266 rockingham@willowtreeacademy.org www.rockinghamjr.co.uk	265	50	29	29
ROUGHWOOD PRIMARY Roughwood Road Kimberworth Park Rotherham S61 3HL Tel: (01709) 740254 roughwood@willowtreeacademy.org www.roughwoodprimary.org	245	50	26	26
RAWMARSH SANDHILL PRIMARY Kilnhurst Road Rawmarsh Rotherham S62 5LH Tel: (01709) 710875 contactus@rawmarshsandhill.org www.rawmarshsandhill.org	227	45	26	26
ST ANN'S JUNIOR & INFANT St Leonard's Road Eastwood Rotherham S65 1PD Tel: (01709) 828298 enquiries@sajirotherham.org www.stanns.rotherham.co.uk	295	60	30	0
ST THOMAS CE PRIMARY Meadow View Road Kilnhurst Mexborough S64 5UA Tel: (01709) 570297 enquiries@stp.dsat.education www.stthomas-kilnhurst.co.uk	206	30	32	32
SITWELL INFANT Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531855 office@sitwellinfantschool.co.uk www.sitwellinfantschool.co.uk	220	75	-	-

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
SITWELL JUNIOR Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531867 info@sitwelljunior.uk www.sitwelljuniorschool.co.uk	305	76	-	-
SWALLOWNEST PRIMARY Rotherham Road Swallownest Sheffield S26 4UR Tel: (0114) 2872484 Enquiries@swallownestprimary.org www.swallownestprimary.org.uk	146	30	30	30
SWINTON FITZWILLIAM PRIMARY Broadway Swinton Mexborough S64 8HF Tel: (01709) 874418 enquiries@sfp.wwpat.org www.swinton-fitzwilliam.org	293	45	26	26
SWINTON QUEEN PRIMARY Queen Street Swinton Mexborough S64 8NE Tel: (01709) 570438 enquiries@sqp.wwpat.org www.swintonqueenprimary.org.uk	313	45	26	26
THORNHILL PRIMARY Clough Bank Masbrough Rotherham S61 1TD Tel: (01709) 335999 thornhilloffice@thps.org.uk http://www.thornhillprimary.org.uk	278	45	23	23
THORPE HESLEY PRIMARY Upper Wortley Road Thorpe Hesley Rotherham S61 2PL Tel: (0114) 2570153 office@thorpehesleyprimary.rotherham.sch.uk www.thorpehesleyprimary.rotherham.sch.uk	485	70	65	65
FOLJAMBE PRIMARY Foljambe Drive Dalton Rotherham S65 4HQ Tel: (01709) 850569 office@foljambepprimary.co.uk www.foljambepprimary.co.uk	96	30	29	29
THRYBERGH PRIMARY SCHOOL Oldgate Lane Thrybergh Rotherham S65 4JG Tel: (01709) 850732 office@thryberghprimary.org www.thryberghprimary.org	130	30	26	26

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
THURCROFT INFANT Locksley Drive Thurcroft Rotherham S66 9NT Tel: (01709) 542538 school@thurcroftinfant.co.uk www.thurcroftinfant.co.uk	218	75	39	39
THURCROFT JUNIOR ACADEMY Green Arbour Road Thurcroft Rotherham S66 9DD Tel: (01709) 543194 info@thurcroftacademy.org www.thurcroftacademy.org	254	70	26	26
TODWICK JUNIOR & INFANT Kiveton Lane Todwick Sheffield S26 1HJ Tel: (01909) 771138 todwickprimary@todwickps.org http://www.todwickps.org	212	30	-	-
WALES PRIMARY School Road Wales Sheffield S26 5QG Tel: (01909) 770236 school@walesprimary.co.uk www.walesprimary.co.uk	210	30	-	-
WATH CENTRAL PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760345 school@wcp.jmat.org.uk www.wathcentral.co.uk	380	60	26	26
WATH VICTORIA PRIMARY Sandymount Road Wath upon Dearne Rotherham S63 7AD Tel: (01709) 760103 school@wv.jmat.org.uk www.wathvictoriaprimar.y.co.uk	269	45	34	34
WAVERLEY JUNIOR ACADEMY Waverley Walk Waverley Rotherham S60 8DD info@waverleyjunioracademy.org www.waverleyjunioracademy.org	390	60	60	60
WENTWORTH CE JUNIOR & INFANT Churchfield Lane Wentworth Rotherham S62 7TX Tel: (01236) 350246 enquiries@wce.wvpat.org wentworthcofe.co.uk	111	16	-	-

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
WEST MELTON JUNIOR & INFANT Stokewell Road West Melton Rotherham S63 6NF Tel: (01709) 760538 office@westmeltonprimary.co.uk www.westmeltonprimary.co.uk	85	30	15	15
WHISTON JUNIOR & INFANT Saville Road Whiston Rotherham S60 4DX Tel: (01709) 828189 enquiries@wji.wwpat.org www.whistonjunior-infant.co.uk	204	30	-	-
WHISTON WORRYGOOSE JUNIOR & INFANT Hall Close Avenue Whiston Rotherham S60 4AG Tel: (01709) 541878 enquiries@wwg.wwpat.org www.whistonworrygoose.com	207	30	30	30
WICKERSLEY NORTHFIELD ACADEMY Northfield Lane Wickersley Rotherham S66 2HL Tel: (01709) 543704 enquiries@wnp.wwpat.org www.wickersleynorthfieldprimary.co.uk	415	60	26	26
WOODSETTS PRIMARY Wellfield Crescent Woodsetts Worksop S81 8SB Tel: (01909) 550758 enquiries@wps.wwpat.org www.woodsettsprimary.co.uk	188	30	26	26

B Church of England Schools and Academies

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
ASTON ALL SAINTS CE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872100 enquiries@aasp.dsat.education www.astoncofe.co.uk	211	30		
BRAMPTON THE ELLIS CE PRIMARY Brampton Road West Melton Rotherham S63 6AN Tel: (01709) 760370 school@be.imat.org.uk www.bramptonellis.co.uk	455	40 (Infant) 90 (Junior)	30	30

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
LAUGHTON ALL SAINTS CE PRIMARY High Street Laughton Sheffield S25 1YF Tel: (01909) 550531 office@las.dsat.education www.laughtonallsaints.org	107	15	15	15
THRYBERGH FULLERTON CE PRIMARY ACADEMY Church View Thrybergh Rotherham S65 4BL Tel: (01709) 850572 enquiries@tfp.dsat.education www.thryberghfullerton.co.uk	172	30	26	26
TREETON CE PRIMARY Wood Lane Treeton Rotherham S60 5QS Tel: (0114) 2692677 enquiries@tp.dsat.education www.treetoncofe.co.uk	264	45	26	26
TRINITY CROFT CE PRIMARY Dalton Parva Rotherham S65 3QJ Tel: (01709) 850570 enquiries@tc.dsat.education www.trinitycroft.co.uk	172	25	30	30
WATH CE PRIMARY Barnsley Road Wath upon Dearne Rotherham S63 6PY Tel: (01709) 760471 school@wce.jmat.org.uk www.wathcofe.co.uk	404	60	26	26
WICKERSLEY ST ALBAN CE PRIMARY Morthen Road Wickersley Rotherham S66 1EU Tel: (01709) 542878 stalbans@sap.dsat.education www.wsap.academy	213	30	35	35

C Catholic Primary Schools and Academies

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
ST JOSEPH'S CATHOLIC PRIMARY (DINNINGTON) Lidgett Lane Dinnington Sheffield S25 2QD Tel: (01909) 550123 office@stjdinnington.co.uk www.stjosephs-dinnington.co.uk	116	28	26	26

School Address & Details	Expected Number on Roll 2022/23	Admission Number 2023/24	Nursery or Foundation Stage Unit	
			AM	PM
ST JOSEPH'S CATHOLIC PRIMARY (RAWMARSH) Green Lane Rawmarsh Rotherham S62 6JY Tel: (01709) 710270 school@rsjp.org.uk www.rsjp.org.uk	182	30	-	-
ST BEDE'S CATHOLIC PRIMARY Wortley Road Kimberworth Rotherham S61 1PD Tel: (01709) 740101 enquiries@stbedescatholicprimary.co.uk www.stbedescatholicprimary.co.uk	292	45	32	32
ST GERARD'S CATHOLIC PRIMARY Park Nook Doncaster Road Thrybergh Rotherham S65 4AE Tel: (01709) 850568 office@stgerardsprimary.org www.stgerardsprimary.org	145	20	-	-
ST MARY'S CATHOLIC PRIMARY (HERRINGTHORPE) Herringthorpe Valley Road Rotherham S65 2NU Tel: (01709) 361502 office@stmarysherringthorpe.co.uk www.stmarysherringthorpe.co.uk	208	30	-	-
ST MARY'S CATHOLIC PRIMARY (MALTBY) Muglet Lane Maltby Rotherham S66 7JU Tel: (01709) 812611 general@stmarysmaltby.org www.stmarysmaltby.co.uk	147	30	16	16
OUR LADY & ST. JOSEPH'S CATHOLIC PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760084 school@olasj.org.uk www.ourlady-stjosephs.rotherham.sch.uk	200	30	30	30

Further Information on the 2022/23 Primary School Allocations

The information below may help when you are considering which schools to put on your Common Application Form. This is a guide only and reflects the outcome for applications received by the closing date of 15th January 2022.

The following schools were oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 4 of the admissions criteria, the remaining places were filled by children from category 5 who lived in the catchment area of the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category 5 (catchment)	Number of Applicants not offered this school and placed on the waiting list from category (v) (catchment)
Waverley Junior Academy	41	62	21

There was also 1 child from category 6 (sibling) who was placed on the waiting list

There were also 17 children from category 7 (distance) who were placed on the waiting list.

School	Places Remaining	Number of Applications in category 5 (catchment)	Number of Applicants not offered this school and placed on the waiting list from category (catchment)
Kilnhurst St Thomas	20	21	1

There were also 2 children from category 7 (distance) who were placed on the waiting list.

The following schools were oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 6 of the admissions criteria, the remaining places at these schools were filled from category 7 applications by children who lived nearest to the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category 7 (distance)	Number of Applicants not offered this school and placed on the waiting list from category 7 (distance)
Anston Greenlands	9	13	4
Anston Hillcrest	7	10	3
Aston Fence	12	18	6
Aston Hall	6	7	1
Bramley Sunnyside	19	27	8
Kimberworth	3	5	2
Laughton	4	18	14
Rawmarsh Thorogate	9	12	3
Springwood	8	9	1
Thorpe Hesley	14	15	1
Todwick	11	13	2

Wales	8	18	10
Whiston Worrygoose	1	22	21
Wickersley Northfield	11	21	10

Oversubscribed Voluntary Aided Schools

School	Number of Applications (as at the closing date 15 th January 2021)	Number of Applicants not offered this school and placed on the waiting list as per the co- ordinated scheme
Aston CE Primary	32	2
Brampton Ellis CE Primary	49	9
Laughton CE Primary	20	5
St Alban's CE Primary	31	1
St Gerards Catholic Primary	23	3
Herringthorpe St Mary's Catholic Primary	34	4

SECTION 5 - THE ADMISSION CRITERIA IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on the admissions criteria for schools in Rotherham.

Parents must be aware that the Authority **does not** operate a procedure whereby parents can register their child's name at a school for admission. Parents who have visited a school and informed the Head Teacher of their child's name and address do so only to request that they receive information about applying for admission to primary school.

ALL parents must complete a Common Application Form for the school year in which their child is to be admitted into Reception (FS2) in a primary school.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Reception (FS2) and is derived from the capacity of the school. Further information on admission numbers can be found in **Section 4**.

For all schools where the number of applications received is below the published admission number for the school the child will be eligible for admission to that school. In cases where the numbers of applications for a school exceeds the published admission number it will be necessary to apply the admission criteria to determine who is eligible for admission.

APPLYING THE ADMISSION CRITERIA FOR ROTHERHAM COMMUNITY (Maintained) PRIMARY SCHOOLS AND ACADEMIES

Rotherham Authority is the admission authority for all Local Authority Community (Maintained) Primary Schools.

For any primary school which is an academy, the Governing Body/Academy Trust is the admissions authority for that school. The majority of the governing body/trustees for Rotherham academies have chosen to adopt the Local Authority admissions criteria to determine eligibility for a place at their school for entry to Reception in 2023/24. Places will be allocated using the Admissions Criteria for Rotherham Community Primary Schools as shown below. Places will be offered by Rotherham Authority on behalf of the Governing Body/Trustees in accordance with the co-ordinated scheme for admission to Primary School.

The Local Authority (LA) will consider all preferences equally, which means that no priority will be given according to the order of the preference(s), except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places at Community Primary Schools and also the primary academies. Applications will be prioritised with the highest priority being given to category (1) then category (2) and so on. Places will be potentially offered in priority order up to the published admission number (PAN).

Please refer to the individual admission policies for Church of England and Catholic Primary Schools and Academies if you wish to name one or more of these schools on your application. These can be found later in this section (this does not include St Thomas CE, Kilnhurst or Wentworth Church of England Schools where places will be allocated by reference to the criteria for Community Primary Schools and academies shown below as agreed by their Governing Body/Academy Trust).

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on 15th January 2023 live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, "as the crow flies").

From all the applications received for an oversubscribed school, and in agreement with the relevant admission authority, the Local Authority will determine which children are eligible for a potential place in

accordance with the admission criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

Children with an Education Health and Care Plan (EHCP)

A small number of children will have an Education, Health and Care Plan (EHCP). Children with an EHCP that names a school in the final Plan **must** be admitted to the school that is named as part of that process. The majority of children with special educational needs will not require an EHCP.

Applications for children who have special educational needs but no Education, Health and Care Plan will be considered on the basis of the Authority's published admissions criteria below.

ADMISSIONS CRITERIA FOR COMMUNITY (MAINTAINED) PRIMARY SCHOOLS AND ROTHERHAM PRIMARY ACADEMIES

Please note that where 'Authority' is stated this refers to Rotherham Authority for Community Primary Schools and to the Governing Body of any Academy.

After the allocation of places to children with an EHCP, remaining places will be allocated in the following order of priority for each school:-

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 15th January 2023, have a specific medical reason, confirmed by a medical practitioner, which the Authority is satisfied makes attendance **at that particular** school essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2023, have a compelling social reason which the Authority is satisfied makes attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.

Please note: Very few cases are agreed annually on social grounds

- 4 Children who, on 15th January 2023, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2023 (see notes (b) and (c) below)
- 5 Children who, on 15th January 2023, live in the catchment area of the school as defined by the Authority (see note (b) below)
- 6 Children who, on 15th January 2023, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2023 (see note (c) below)
- 7 Children who, on 15th January 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

The admission criteria for a place in Year 3 at a junior school can be found in Section 11.

Definitions:

- a) A '**relevant looked after child**' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children 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.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk.

- b) **Definition of Live/living.** This means a child's ordinary place of residence where they are habitually and normally resident at an address for a settled purpose which is **not** solely to receive education with the person(s) having parental responsibility **on 15th January 2023**.

Places will be allocated based on the residential address on **15th January 2023**. You may be required to provide proof of residence as at 15th January i.e., Utility/Council Tax bill, Tenancy Agreement, Driving Licence, Residence Order, Child Benefit letter.

You **must** notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (see above).

If you are asked to provide proof of residence and this is not received, your original address will be used for allocation purposes. Please also refer to the information on Fraudulent Applications below.

Where residency is split equally between two people with parental responsibility, the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the **15th January 2023**. Documentary evidence will be required.

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 be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education. Documentary evidence will be required.

Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or through mediation. If this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court before the offer of a place can be made. It is not possible to process different applications from two parents.

The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

- c) **Definition of Sibling**

For a child to be considered a sibling, one of the following conditions must exist:

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- Half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

d) **Definition of Distance**

Should the published admission number be reached mid category, the Authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route.

Distance measurements are calculated by the Admissions Team using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tiebreaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a local authority representative independent of the School Admissions Team.

- e) Children of UK service personnel (UK Armed Forces) – For families of 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 place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

FRAUDULENT APPLICATIONS

Rotherham Borough Council takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

Whilst we do not request proof of address with every application, the Local Authority will investigate all instances where there is doubt or discrepancy in the information provided. Proof of residence at an address will be requested where an address on an application form differs from the information we hold or where there is an allegation or evidence that suggests a parent may have provided false or misleading information in order to gain admission to a school. Your address will also be checked by reference to various records. A false application may result in the withdrawal of your child's place in the school applied for, even if the child has already started school.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent which effectively denied a place to a child with a stronger claim, even if the child has already started at the school.

In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information or had failed to notify the Admissions Team that they were no longer living at the address given on the application form.

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, the child's name will also be placed on the waiting list if the preferred school is oversubscribed.

REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that repeat applications made for entry to the same year group at the same school **will not** be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission and which has not previously been taken into consideration in either the application or appeals stages.

ADMISSION ARRANGEMENTS FOR CHURCH OF ENGLAND AND CATHOLIC PRIMARY SCHOOLS AND ACADEMIES

This following information is for parent(s)/carer(s) who intend to apply for a place at a Church of England and/or Catholic Primary School. Please note reference to 'schools' below will also include Academies.

Please read the individual policy for your preferred school(s) in conjunction with the following information:-

Individual admission policies for each Church of England and Catholic Primary School are given on the following pages and are also available on each individual school website. If you require any clarification regarding a particular school's admissions policy please contact the individual school or the Admissions Team on Rotherham (01709) 823777.

If you wish to apply for a place at a Church of England or Catholic Primary School, in another Local Authority you should contact the school and the LA which maintains that school for details of the admissions policy.

Additional Information Required by Church of England and Catholic Primary Schools

All parents who name their preferred schools on the Authority's Common Application Form are regarded as having made valid applications.

However, Church of England and Catholic Schools require additional information, which is not contained on the Application Form and relates to the church of which they are a member. Therefore, in addition to the Application Form each school will require a Supplementary Information Form to be completed by applicants. If you wish your application to be considered under any of the faith criteria the supplementary information provided will be used by the Governing Bodies of the Church of England and Catholic schools in applying their admission criteria. Completion and return of the Supplementary Information Form does not guarantee a place at the school. Some schools may also require additional supporting information such as a baptismal certificate or proof of address.

The Supplementary Information Form is available to download from the Local Authority website www.rotherham.gov.uk/education or by telephoning the Admissions Team on 01709 823777 to request a copy. This form can then be uploaded with your online application or returned by post securely attached to your paper application form.

Parents / carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference form in addition to their Common Application Form.

Where a Supplementary Information Form is not submitted with your application it is likely to affect the consideration given by the governing body of that school to your preference and consequently the admission category which your child is placed into.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Church of England and Catholic Primary schools within the Rotherham area. Details of the co-ordinated scheme can be obtained from the Authority.

Applications outside of the normal admissions round

Applications outside the normal admissions round will be dealt with in accordance with the Authority Scheme unless otherwise stated.

Documentation Required for an Application for a Church of England Primary School

1. A Common Application Form naming the school as one of your three preferences together with a Supplementary Information Form. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/education or by telephoning the Admissions Team 01709 823777.
2. Where regular attendance at a place of worship is to be taken into account, you should also fill in the “Minister of Religion Referral Form” (on the reverse of the Supplementary Information Form) which should be countersigned by your Minister of religion.
3. Any other information required by your preferred school(s) as detailed in their individual admissions policy.
 - * **Trinity Croft C of E J&I School** – if you state that your child has been baptised then a copy of the baptism certificate will need to be enclosed with the application.

Documentation Required for an Application for a Catholic Primary School

- The Common Application Form, with any additional information required to support the application.
- The Supplementary Information Form. You are strongly recommended to complete this form as it will be used by the governing body to determine which admissions category your child is placed in for their school. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/education or by telephoning the Admissions Team.
- A baptismal certificate, where appropriate.
- A baptismal certificate of the parent or a letter from the priest to verify that the parent is following a course of instruction for entry to the Catholic Faith
- A minister’s testimony of the worship of the parent/s and child
- Appropriate evidence of Faith membership
- Appropriate professional evidence of the child’s special needs and the role of the school in meeting those needs
- A statement from the parents stating why they want a Christ-centred education for their child
- * **St Bede’s Catholic Primary School, a Voluntary Academy also require proof of the child’s residential address such as a recent public utilities bill (all categories).**

CHURCH OF ENGLAND AIDED PRIMARY SCHOOL ADMISSIONS POLICIES

ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL Admissions Policy 2023/24

Introduction

Aston All Saints Church of England Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Rotherham Local Authority (LA.)

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 school 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.

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

The admission number for this year is 30 and all children will be admitted during the Autumn Term prior to their 5th birthday.

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 US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM

Parental Preference

ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that all applications for a place at this school will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of places within Rotherham LA's co-ordinated scheme where there is more than one potential offer.

Co-ordinated Scheme for Admission Arrangements

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 Rotherham area, including Aston All Saints Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

CRITERIA FOR ADMISSION

Children who have an **Education, Health, Care Plan (EHCP)** and the school is named as the most appropriate education setting for the child, will be admitted through the Local Authority's EHCP process. **Evidence of an EHCP must be provided.**

Where there are more applications for admission than the published admission number stated, the Governing Body's Admissions Committee will apply the criteria in strict order of priority.

TIE BREAK

If the admission number is reached mid-category, applications within each of the numbered criteria will be prioritised as follows: -

The Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by Rotherham Authority. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

Church attendance must be confirmed by completing BOTH sides of the supplementary "*MINISTER OF RELIGION REFERENCE FORM*" to make an application for a Church of England aided school and uploading this to your online application or securely attaching it to the paper Common Application form

- Children who have an Education, Health and Care Plan and the school is named as the most appropriate education setting for the child will be admitted

OVERSUBSCRIPTION CRITERIA:

1. Children who are in Public Care (Looked After Children) and previously Looked After Children - (***see 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 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 will have an older brother or sister attending the school at the anticipated time of admission. [***see definition 7***]
4. Children whose parent(s) live in the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [***see definition 2 ,4 and 5***]
- 4a. Children who live in the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [***see definition 4 and 5***]
5. Children whose parent[s] live outside the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [***see definition 2, 4 and 5***]
- 5a. Children who live outside the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [***see definition 4 and 5***]

6. Children whose parent[s] live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 2, 4 and 5]**
- 6a Children who live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 4 and 5]**
7. Children whose parent[s] live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 2 and 5]**
- 7a Children who live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” **[see definition 5]**
- 8 Children whose parent[s] live in the Parish and are practising members of a Faith other than the above mentioned. **[see definition 2 and 5]**
- 8a Children who live in the Parish and are practising members of a Faith other than the above mentioned. **[see definition 5]**
- 9 Children whose parent[s] live outside the Parish and are practising members of a Faith other than the above mentioned **[see definition 2 and 5]**
- 9a Children who live outside the Parish and are practising members of a Faith other than the above mentioned. **[see definition 5]**
10. Children of staff of the school **(see definition 3)**
11. Children who live in the Parish. **[see definition 5]**
12. Children who do not live in the Parish **[see definition 5]**

Definitions

Definition 1

“**Children in public care**” (Looked After Children) means a child that is looked after by a local authority in accordance with Section 22(1) 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 of the child’s admittance to 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

“**parent(s)**” means the parent(s) or legal guardian with whom the child normally lives.

Definition 3

“**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

Definition 4

“regularly attend” means has attended church services at least 24 times in the twelve months prior to the date on which the application is made. A minimum of twelve must be attendance at a Sunday service.

Definition 5

“Parish” means the ecclesiastical parishes of All Saints, Aston-cum-Aughton and Holy Trinity, Ulley.

Definition 6

“Admission number” the number which has been calculated according to the net capacity of the school (which the law defines) and has been agreed with Rotherham Local Authority. This list has been amended to include amongst others – twins and children from multiple births when one of the siblings is the 30th child admitted.

Definition 7

“brother or sister” a brother or sister permanently living at the same address. This includes a step-brother, step-sister, half-brother or half-sister permanently living at the same address.

Churches Together in England

Please refer to www.cte.org.uk for an up to date list of ‘Churches together in England’.

Waiting Lists

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

False Information

Where the Governing Body has made an offer of a place 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, the offer of a place will be withdrawn

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. 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

Appeals Against the Governing Body’s Decision

Please refer to Section 9 - Information on Appeals.

BRAMPTON 'THE ELLIS' CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy 2023/24

Introduction

Brampton 'The Ellis' Church of England Primary School is an academy within the James Montgomery Academy Trust, which is also within the Diocese of Sheffield and Rotherham Local Authority.

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. This two-fold aim of being "distinctively Christian" and "serving the local community" are reflected in the school's admission criteria.

The school 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 the law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and Common Good.

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

The admission number for this year is 40 and all children will be admitted during the Autumn Term prior to their 5th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child.

All children will be admitted by the term following their 5th birthday - compulsory school age.

Admission to Year 3

The Primary School has a higher admission number of 90 for pupils in Years 3 to 6. The Governing Body will give priority to applications from parents of children in Year 2 at Brampton Cortonwood Infant School, which is considered a feeder school to Brampton the Ellis CE Primary.

If the number of applications from Cortonwood Infant school means the school exceeds the admission number of 90 then each of the applications will be assessed against the criteria.

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM

Parental Preference

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 choices of schools in rank order of preference. Along with the Local Authority, we will be operating an 'equal preference' system. This means that all applications for a place at Brampton 'The Ellis' C of E Primary School will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of a place within Rotherham LA's co-ordinated scheme where there is more than 1 potential offer.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place, the Authority will be working with the Governing Bodies of Voluntary Aided primary schools within the Rotherham area, including our school Brampton 'The Ellis' Church of England (Aided) Infant School.

Details of the co-ordinated scheme can be obtained from the Local Authority.

The closing date for applications is **15th January 2023** with the offer day being the **17th April 2023**.

CRITERIA FOR ADMISSION

Children who have an **Education, Health and Care Plan (EHCP)** that names the school as the most appropriate educational setting will gain a place at the school through the EHCP process. **EVIDENCE OF THE CHILD'S EHCP MUST BE PROVIDED**

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

Category One

Children who are in Public Care (Looked After Children) or have previously been in public care.

Category Two

Children who will have an elder brother or sister on roll at Brampton the Ellis CE Primary School at the anticipated time of admission.

Category Three

The children of parent(s) carer(s) who are resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and

1. regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in Church.
2. regularly and frequently attend another Church of England church on a Sunday.
3. regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
4. whose parent(s)/carer(s) are active members of other World Faiths.
5. whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Four

The children of parent(s)carer(s) who are not resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and

1. regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in Church.
2. regularly and frequently attend another Church of England church on a Sunday.
3. regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
4. whose parent(s)/carer(s) are active members of other World Faiths.
5. whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Five

Any other children's applications not falling within Categories 1-4.

Should the admission number be reached mid category, applications in that category will be prioritised by the measurement of the distance in a straight line between the pupil's home and the school. The shortest distance having the highest priority. Any distance measurement will be undertaken by the Local Authority and a full definition is given below.

Tie Break

In the event of two or more children still living equidistant from the school, the PLACE WILL BE DECIDED BY DRAWING LOTS. The first name drawn out of the bag will be offered the place.

In Year Transfers

Rotherham Local Authority will co-ordinate in year transfers for our school in 2023/24.

Footnotes/Definitions

The school number has been calculated according to the net capacity of the school which the law defines and has been agreed with the Local Authority.

Looked After Children (Child In Public Care)

A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to nursery/foundation stage 1 is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the nursery/foundation stage 1.

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk.

Brother/Sister

For the sibling (brother or sister) criterion to be applicable one of the following conditions must exist:

- brother and/or sister to be permanently resident at the same address.
- stepbrother and/or stepsister to be permanently resident at the same address.
- half-brother and/or half-sister to be permanently resident at the same address.
- brother and/or sister who do not live at the same residence but, who share the same parent.
- child of the parent/carer's partner to be permanently resident at the same address.

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above

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 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 be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Definition of Regular Church Attendance

Regular and frequent attendance by children is defined as attendance at a Church of England Church or another Christian denomination participating in "Churches Together in England" **for the equivalent of** at least once a month over the last 12 months.

Definition of Churches Together in England

Please refer to www.cte.org.uk for an up to date list of 'Churches together in England'.

Distance Measurement

Should the published admission number be reached mid category, priority within that category will be based on the shortest distance between the applicant's home and the school by the most direct route as measured by Rotherham Authority. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

Waiting Lists

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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 upon 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.
4. If an application is made outside of the normal admissions round and there is spare capacity in school then a place will be offered. If there is more than one application for one place then the admission criteria will be applied. Our admission number for each year group is 40.

Appeals Against the Governing Body's Decision To Refuse Admission

Please refer to Section 9 - Information on Appeals.

**LAUGHTON ALL SAINTS' CHURCH OF ENGLAND (AIDED)
PRIMARY SCHOOL
Admissions Policy 2023/24**

Basic Information

- Laughton All Saints C of E Primary School is part of the Diocese of Sheffield Academies Trust.
- The school primarily serves the ecclesiastical parishes of Laughton and Thurcroft
- The school Governing Body being the “admissions authority” is responsible for determining and administering the policy relating to the admission of pupils to the school.
- Following statutory consultation with the LA and others, the Governing Body has set as its published admission number for 2023/24 at 15.
- In accordance with the provisions of Regulation 49 of the Education (School Government) Regulation 1999, the Governing Body has delegated responsibility for determining admissions to its Admission Committee.
- As requested by law, the Governing Body will not admit more than 15 pupils to any one reception or infant class (except multiple births where one of the children is the 15th child admitted, eg twins).
- Children with an Education, Health and Care Plan with the school named will be admitted by law.

Date of admission to the school in each academic year is 1 September.

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admissions Authority for this school, will admit children into school at one point during the school year as follows:

- 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, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

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

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

Co-ordinated Scheme for Admission Arrangements

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 and Academies within the Rotherham Area. Details of the coordinated scheme can be obtained from the Authority.

CRITERIA FOR ADMISSION

Oversubscription Criteria

Where there are more applications for admission than the admission number of 15, the Governing Body/Admission Committee will apply the following criteria in strict order of priority:

This is important where the school will have more applications than places available.

Category One

- (a) Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
- (b) Children with an Education, Health and Care Plan with the school named will be admitted by law.

Category Two

1. Where the parents/carers regularly and frequently attend the parish churches of Laughton or Thurcroft and where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Whose parents/carers regularly and frequently attend the parish churches of Laughton or Thurcroft
3. Where the parents/carers regularly and frequently attend another Church of England church and where the child will have an elder brother or sister in school at the anticipated time of admission.
4. Whose parents/carers regularly and frequently attend another Church of England church.
5. Where the parents/carers regularly and frequently attend another Christian denomination participating in “Churches Together in England” and where the child will have an elder brother or sister in school at the anticipated time of admission.
6. Where the parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'

Category Three

*The children of parents/carers who are resident **outside** the ecclesiastical parishes of Laughton or Thurcroft and:*

1. Where the parents/carers regularly and frequently attend the parish churches of Laughton or Thurcroft and where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Whose parents/carers regularly and frequently attend the parish churches of Laughton or Thurcroft
3. Where the parents/carers regularly and frequently attend another Church of England Church and where the child will have an elder brother or sister in school at the anticipated time of admission.
4. Here the parents/carers regularly and frequently attend another Church of England Church.
5. Whose parents/carers regularly and frequently attend another Christian denomination participating in “Churches Together in England” and where the child will have an elder brother or sister in school at the anticipated time of admission.
6. Whose parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'.

Category Four

*The children of parents/carers who are resident **within** the ecclesiastical parishes of Laughton or Thurcroft and:*

1. Where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Children of staff where:
 - (a) the member of staff has been employed at the school for a year or more 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.
3. Whose parents/carers wish their child to attend this DSAT Academy

Category Five

*The children of parents/carers who are resident **outside** the ecclesiastical parishes of Laughton or Thurcroft and:*

1. Where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Children of staff where:
 - (a) the member of staff has been employed at the school for a year or more 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
3. Whose parents/carers wish their child to attend this DSAT Academy

When deciding between applicants with otherwise equal entitlement to a place, the governors will take into account where the applicants live and give priority to applicants who live the shortest walking distance to the school using public roads and footpaths.

Tie Break

If the admission number is reached mid-category, applications in that category will be prioritised by the measurement of distance from the child's ordinary place of residence to the school gates, with the shortest distance having the highest priority. When measuring distance, the Governing Body will measure the shortest walking distance to the school using public roads and footpaths.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our schools in 2023-24.

Church Attendance

Parent/carers whose application is based on membership of a Christian denomination should enclose a letter of support from their priest/minister. The letter should include how long they have been attending the place of worship and the average frequency of such attendance:

1. More than weekly
2. Weekly
3. More than monthly
4. Monthly
5. Quarterly

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.

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 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on Page 38.

Churches Together in England

Ref: www.cte.org.uk. Please refer to the website for an up to date list.

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

Appeals Against the Governing Board's Decision to Refuse Admission

Please refer to Section 9 - Information on Appeals.

**THRYBERGH FULLERTON CHURCH OF ENGLAND
(AIDED) PRIMARY SCHOOL
Admissions Policy 2023/24**

Basic Information

- Thrybergh Fullerton Church of England Primary Academy is situated in the Diocese of Sheffield and is maintained by the Rotherham Local Authority.
- The school primarily serves the ecclesiastical parishes of Thrybergh and Hooton Roberts.
- The school Governing Body being the “admissions authority” is responsible for determining and administering the policy relating to the admission of pupils to the school.
- Following statutory consultation with the LA and others, the Governing Body has set as its published admission number for 2023/24 at 30.
- In accordance with the provisions of Regulation 49 of the Education (School Government) Regulation 1999, the Governing Body has delegated responsibility for determining admissions to its Admission Committee.
- As requested by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class (except multiple births where one of the children is the 30th child admitted, eg twins).
- Children with an Education, Health and Care Plan with the school named will be admitted by law.

Date of admission to the school in each academic year is 1 September.

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admissions Authority for this school, will admit children into school at one point during the school year as follows:

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, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

Co-ordinated Scheme for Admission Arrangements

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 and Academies within the Rotherham Area. Details of the co-ordinated scheme can be obtained from the Authority.

CRITERIA FOR ADMISSION:

Where there are more applications for admission than the admission number of 30, the Governing Body/Admission Committee will apply the following criteria in strict order of priority:

This is important where the school will have more applications than places available.

Category One

- 1(a) Children who are in Public Care (Looked After Children) or children who were previously in Public Care.
- 1(b) Children with an Education, Health and Care Plan with the school named will be admitted by law.

Category Two

*The children of parents/carers who are resident **within** the ecclesiastical parishes of Thrybergh and Hooton Roberts and:*

- 1 where the parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts.
- 3 where the parents/carers regularly and frequently attend another Church of England church and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 4 whose parents/carers regularly and frequently attend another Church of England church.
- 5 where the parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 6 where the parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'

Category Three

*The children of parents/carers who are resident **outside** the ecclesiastical parishes of Thrybergh and Hooton Roberts and:*

- 1 where the parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts.
- 3 where the parents/carers regularly and frequently attend another Church of England Church and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 4 where the parents/carers regularly and frequently attend another Church of England Church.
- 5 whose parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 6 whose parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'.

Category Four

*The children of parents/carers who are resident **within** the ecclesiastical parishes of Thrybergh and Hooton Roberts and:*

- 1 where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 Children of staff where:
 - (a) the member of staff has been employed at the school for a year or more 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.
- 3 whose parents/carers wish their child to attend this DSAT Academy

Category Five

*The children of parents/carers who are resident **outside** the ecclesiastical parishes of Thrybergh and Hooton Roberts and:*

- 1 where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 Children of staff where:
 - (a) the member of staff has been employed at the school for a year or more 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
- 3 whose parents/carers wish their child to attend this DSAT Academy

When deciding between applicants with otherwise equal entitlement to a place, the governors will take into account where the applicants live and give priority to applicants who live the shortest walking distance to the school using public roads and footpaths.

Tie Break (Distance)

If the admission number is reached mid-category, applications in that category will be prioritised by the measurement of distance from the child's ordinary place of residence to the school gates, with the shortest distance having the highest priority. When measuring distance, the Governing Body will measure the shortest walking distance to the school using public roads and footpaths.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our schools in 2023 – 2024.

Church Attendance

Parent/carers whose application is based on membership of a Christian denomination should enclose a letter of support from their priest/minister. The letter should include how long they have been attending the place of worship and the average frequency of such attendance:

1. more than weekly
2. weekly

3. more than monthly
4. monthly
5. quarterly

Notes:

The ecclesiastical parish of Hooton Roberts refers to the ancient parish boundaries in place at the time of the demise of the Hooton Roberts school.

Waiting Lists

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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 and Frequent Church Attendance

Regular and frequent 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.

Parents/carer 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.

In the event that during the period specified for attendance at worship the church, or in relation to those of other faiths, relevant places 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.

Churches Together in England Ref: www.cte.org.uk. Please refer to the website for an up to date list.

Definition 4 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38.

Appeals Against the Governing Body's Decision to Refuse Admission:

Please refer to Section 9 - Information on Appeals

TREETON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2023/24

Introduction

Treeton C of E Primary School is a Church of England Primary School in the Diocese of Sheffield. It is maintained by Diocese of Sheffield academy 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.

Treeton C of E is a Primary School which is part of an academy within DSAT 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.

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

The admission number for 2023/24 is 45

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 on the **Common Application Form**
2. To support your application to Treeton C of E 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 15 January 2023 along with the **Supplementary Information Form** (if applicable)

CRITERIA FOR ADMISSION

- Children who have an Education, Health and Care Plan 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)

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.
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 of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Treeton(see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
5. Children who reside in the parish of Treeton (see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
6. Children of parents /carers who reside in the parish of Treeton (see definition 6), and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
7. Children who reside in the parish of Treeton (see definition 6) and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who are resident in the parish of Treeton (see definition 6)
9. Children of parents/carers (see definition 2) who reside outside the parish of Treeton (see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
10. Children who reside outside the parish of Treeton (see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
11. Children of parents/carers (see definition 2) who reside outside the parish of Treeton (see definition 6) and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
12. Children who reside outside the parish of Treeton (see definition 6) and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
13. 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.

Should the admissions limit be reached with siblings, at the same address, from multiple births then all multiple birth siblings will be admitted.

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

The Local Authority will co-ordinate in year transfers for our school in 2023/24

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.

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.

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 have been available for public worship.

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

Regular attendance at any of the services within any of the churches of the benefice of the Rivers Team (including Messy Church) is regarded as regular church attendance. The benefice of the Rivers Team includes Treeton, Brinsworth, Catcliffe, Tinsley and Waverley

Definition 4 – Churches Together in England

Ref: www.cte.org.uk. Please refer to the website for an up to date list.

Definition 5 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38.

Definition 6 – Parish of Treeton

The geographical catchment area as defined by the Local Authority

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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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.

Appeals Against the Governing Body's Decision to Refuse Admission:

Please refer to Section 9 - Information on Appeals.

TRINITY CROFT CHURCH OF ENGLAND PRIMARY ACADEMY

Admissions Policy 2023/24

Introduction

Trinity Croft Church of England Primary Academy is a Church of England Academy in the Diocese of Sheffield and is part of the Diocese of Sheffield Academy Trust (DSAT).

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

The Church of England's stated position that "*Our schools are not faith schools for the faithful, they are Church schools for the community*"¹ is the principle that admission to Trinity Croft Church of England Primary Academy is prioritised and children from the local community are all welcome. Our ethos in school is one which is wholly Christian and children are educated and expected to behave in a way that is Christian whilst experiencing a wide range of multi-cultural and religious education to have tolerance, understanding and empathy for those who are different in anyway. We aim to "*offer a safe and welcoming place to all God's children*".²

The Academy's Governing Body is the Admission Authority and is responsible for admissions. It is guided in that responsibility by the requirements of the law, the academy trust deed, by advice from the Diocesan Board of Education and its duty to the community and Common Good.

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

Admission to Foundation Stage 1 (Nursery)

The admission number for 2023/24 is 25.

Children may be admitted to F1 at the start of the term after their 3rd birthday. Applications will be prioritised for children who fall into this bracket for the Autumn Term and subsequent places will be allocated on a termly basis. If there are 25 admission requests for children who will be 3 on 1st September, there will be no further admission into this cohort in the spring and summer terms. If there are spaces available, admission requests into this year group will be considered through the waiting list we hold for subsequent years. The school will contact parents who have submitted an application to the school already.

The school will offer the 30 hours entitlement for eligible families who are registered with the LA. An extended day provision may be offered to families who request it at an additional cost. This is in addition to the 15 hours free education funded by the government.

Admission to Foundation Stage 2 (Reception)

The admission number for 2023/24 is 25.

As requested by law the Governing Body will not admit more than 30 pupils to any one reception or infant class, except for multiple births where one of the children is the 30th child e.g. twins.

Date of admission to the school in each academic year is the 1st September

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admissions Authority for this academy, will admit children into Foundation Stage 2 at one point during the school year as follows:

Children will be admitted during the autumn term following their 4th birthday for Foundation Stage 2. Where parents wish to defer entry or request that the child attends part-time, the request will

¹ Rev'd Nigel Genders, Chief Education Officer for the Church of England, in a blog of 9/12/16

² Church of England Archbishops' council Education Division and the National Society, Valuing All God's Children (Archbishop's Council Education Division, May 2014). p.1.

be considered where it appears to be in the best interest of the child. 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 **Academy's Application Form** for Foundation Stage 1 and returned direct to the academy.
2. Applications are made on the **Common Application Form** for Foundation Stage 2 and returned direct to the Local Authority
3. To support your application to Trinity Croft C of E Primary Academy, please complete the **Supplementary Information Form**. The Supplementary Information Form is NOT an application for admission to the academy, and its return does not guarantee a place at the academy, however it does affect the admission category your application will be placed in.
4. The **Common Application Form** should be submitted by the LA's deadline date along with the **Supplementary Information Form**
5. Ministers reference to support regular church attendance. **(See Definition 3)**

Completion of the Supplementary Information Form will enable your application form to be placed in the correct category. Without the correct form completed, this will not be considered in the qualifying criteria.

Parental Preference

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 choices of schools in rank order of preference.

Please note however, along with the Local Authority, we will be operating an 'equal preference' system. This means that all applications for a place at Trinity Croft Primary Academy will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by 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 Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place, the Authority will be working with the Governing Bodies of Academies within the Rotherham area, including our school Trinity Croft Church of England Primary Academy.

CRITERIA FOR ADMISSION

Please note that children who have an Education Health and Care Plan (EHCP) that names the academy as the most appropriate educational setting will gain a place at the academy through the Statutory Assessment process. Evidence of the child's EHCP must be provided on application. The school will only acknowledge the EHCP where there is official evidence included with the application form.

Children of UK service personnel will be dealt with on an individual basis according to the Admission Code.

Please note if you state that your child has been baptised then a certificate will need to be enclosed with the application for it to be considered at the admissions meeting in school and as part of the selection process.

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

Please see Definitions below for Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

1. Children who are in Public Care (Looked After Children), Children who were previously in Public Care and children with an Education, Health and Care Plan (EHCP) – see definition.
2. Children who will have an elder brother or sister in the school at the anticipated time of admission.
3. Children whose reside in the ecclesiastical parish of Dalton and East Herringthorpe.
4. Children of staff/incumbent at the academy. Where a member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made, or when a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This may include the option of extended day places if applicable.
5. Children who regularly attend the parish church of Holy Trinity, Dalton but reside outside the ecclesiastical parish of Dalton and East Herringthorpe. (Please complete Supplementary Information form.)
6. Children whose parents/carers reside outside the ecclesiastical parish of Dalton and East Herringthorpe and regularly attend another Church of England Church. (Please include Supplementary Information form)
7. All other children.

Tie Break Clause

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.

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.

In Year Transfers

Rotherham Local Authority will co-ordinate with the Academy's Admission Committee to determine in year transfers for Trinity Croft C. of E. Primary Academy in 2023/24.

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 receiving applications for admission to the academy.

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 be deemed to be that property at which the child resides for the greater part of the week, including weekends.

Definitions

The admission number has been calculated according to the net capacity of the academy, which the law defines and has been agreed with Rotherham Local Authority.

Definition 1 - Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, fostered 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.cte.org.uk. Please refer to the website for an up to date list.

Definition 5 – Looked After Children and Previously Looked After Children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38.

Waiting Lists

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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 upon 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

The school is moving from a PAN of 16 per year group to a PAN of 25 due to increased requests for places. This is being phased through school and so there are currently different numbers for different cohorts.

1. Foundation Stage 2 – admission number = 25

Where applications are received for admission to the academy following the offer day, these will be dealt with as follows:

- a) Single admission to Foundation Stage 2 where the year group is below the admission number the child will be offered a place.
- b) Single admission to Foundation Stage 2 where the year group is above the admission number:
 - i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
 - ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

2. Years 1 & 2 Admission Number = 25

Single admission to years 1 and 2 where the year group is above the admission number.

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

The prejudice referred to under (i) and (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the limit on infant class sizes of 30 (except multiple births where one of the children is the 30th child admitted e.g. twins).

3. Year 3, 4 and 5 admission number = 25 and Year 6 = 30

Single admission to years 3 to 6 where the year group is above the admission number.

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused an offer of a place.

Appeals Against the Governing Body's Decision To Refuse Admission:

Please refer to Section 9 - Information on Appeals.

WATH CHURCH OF ENGLAND PRIMARY SCHOOL

Admissions Policy 2023/24

Introduction

Wath C of E Primary School is an academy within the James Montgomery Academy Trust, which is also within the Diocese of Sheffield and Rotherham Local Authority.

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.

Wath C of E is an 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 school 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 rest of this booklet.

The admission number for 2023/24 is 60 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, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – 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 on the **Common Application Form**
2. To support your application to Wath C of E Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2023 along with the **Supplementary Information Form** (if applicable)

CRITERIA FOR ADMISSION

- Children who have an Education, Health and Care Plan 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 Wath and regularly (see definition 3) attend the parish church of All Saints
5. Children who reside outside the parish of Wath and regularly attend the parish church of All Saints
6. Children of parents /carers who reside in the parish of Wath and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who are resident in the parish of Wath.
8. Children who reside outside the parish of Wath and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children of staff of the school (see definition 6)
10. 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

The Local Authority of Rotherham will co-ordinate in year transfers for our school in 2023/24.

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.cte.org.uk. Please refer to the website for an up to date list.

Definition 5 - Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38.

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.

Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the **15th January 2023**.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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

1. 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:

Please refer to Section 9 - Information on Appeals.

ST ALBAN'S CHURCH OF ENGLAND PRIMARY, WICKERSLEY

Admissions Policy 2023/24

Introduction

St Alban's C of E Primary School is a Church of England Primary School in the Diocese of Sheffield. It is an Academy within 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.

St Alban's is a Voluntary Aided Primary 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.

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

The admission number for 2023/24 is 30 and children will be admitted during the Autumn term prior to their 5th birthday.

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 St Alban's C of E Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The Common Application Form should be submitted by **15th January 2023** along with the Supplementary Information Form (if applicable).

CRITERIA FOR ADMISSION

- Children who have an Education, Health and Care Plan 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 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 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. (see definition 2)
3. Children who have an elder brother/sister (see definition 3) attending the school at the time of anticipated admission.
4. Children of staff (see definition 7)

5. Children whose parents/carers who reside in the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 6).
6. Children whose parents/carers reside outside the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England'
7. Children whose parents/carers are resident in the ecclesiastical parish of Wickersley.
8. 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 child's home address (including flats) to 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.

Definitions

Definition 1 – Looked After Children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38.

Definition 2 – Children with Special Medical or Social Circumstances

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.

Definition 3 – Brother/Sister

Brother or sister means sibling, 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 4 – 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 5 – 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 twice a month over the last 12 months (calendar year January – December in the year preceding entry in FS2).

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.

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 6 – Churches Together in England

Member churches: Ref: www.cte.org.uk. Please refer to the website for an up to date list.

Definition 7- Children of staff at school

- a) where the member of staff has been employed at the school for two years or more 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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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:

Please refer to Section 9 - Information on Appeals.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, RAWMARSH

Admissions Policy 2023/24

St. Joseph's Catholic Primary School (Rawmarsh) 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 2023.

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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. Joseph's Rawmarsh. (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 using the local authority's computerised measuring system on the following basis: The distance to the school is measured by a straight line on a horizontal plane (commonly known as measurement 'as the crow flies'). The measurement is determined by a Geographical Information System, which is based on Ordnance Survey information. Distance measurements are calculated by the Admissions Team using a Geographical Information System, which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is.

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 Local Authority Admissions Team by 15th January 2023.

You will be advised of the outcome of your application on 17th April 2023 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 2023.

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 Saint Joseph's School and the Local Authority Admissions Team 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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. The Local Authority will, in so far as is possible, co-ordinate all in-year transfers for all voluntary aided primary schools and academies in Rotherham in 2023/24. Parents should complete a common application form (Transfers) via the local authority website or by contacting the School Admissions Team on 01709 823777.

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

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).

Notes (these notes form part of the oversubscription criteria)

- 1 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 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 used. Details of the parish boundaries are available from the school and will be applied to the admission arrangements for 2023/2024.

ST BEDE'S CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY

Admissions Policy 2023/24

St Bede'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 45 pupils to be admitted to Foundation Stage 2 in the school year which begins in September 2023.

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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(es) of St Bede'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) In each of the above categories priority in each category is given to those already attending St Bede's EYFS1 ahead of those attending other nursery providers 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 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 on the following basis. Highest priority will be given to those living closest 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.

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 Local Authority Admissions Team by 15th January 2023.

You will be advised of the outcome of your application on 17th April 2023 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 2023.

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 Foundation Stage 2 rather than year 1.

Any such request should be made in writing to the Headteacher of St Bede's School and the Local Authority Admissions Team 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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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 completing a Common Transfer Form and submitting this to the Primary Admissions Team in the Local Authority.

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

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).

Foundation Stage 1

For children attending the school's Foundation Stage 1, application to the Foundation Stage 2 class of the school must be made in the normal way, to the home local authority. Attendance at the school's Foundation Stage 1 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. 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 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 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 relevant map and will be applied to the admission arrangements for 2023/2024.

ST. GERARD'S CATHOLIC PRIMARY SCHOOL

Admissions Policy 2023/24

St. Gerard'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 20 pupils to be admitted to [the reception year] in the school year which begins in September 2023

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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(es) of St. Gerard's and Blessed Trinity (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 on the following basis. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one point, the seed point closest to the geographical centre of the complex is used. 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 Local Authority Admissions Team by 15th January 2023.

You will be advised of the outcome of your application on 17th April 2023 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 2023.

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 foundation stage 2 rather than year 1.

Any such request should be made in writing to School Admission Team at the same time as the admission application is made, who will then consult with the Head Teacher at St Gerard's Catholic Primary School.

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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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. Parents should complete a common application form (Transfers) via the local authority website or by contacting the School Admissions Team on 01709 823777.

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

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 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 2023/24. [Map attached]

**ST MARY'S CATHOLIC PRIMARY SCHOOL HERRINGTHORPE,
A CATHOLIC VOLUNTARY ACADEMY**
Admissions Policy 2023/24

Safe, loving and enriching environment
Trust, and patience
Motivation to reach individual's full potential
Acceptance and celebration of uniqueness
Respect for all
Young people nurtured in the spirit of God
School full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well-being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

Article 28

You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

St. Mary'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 2023.

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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 parishes of the Immaculate Conception and Blessed Trinity, Wickersley. (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 5 to 7. The Supplementary Information Form (SIF) should be returned to the Local Authority Admissions Team by 15th January 2023.

You will be advised of the outcome of your application on 17th April 2023 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 2023.

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 and the Local Authority Admissions Team 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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

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. Parents should complete a common application form (Transfers) via the local authority website contacting the School Admissions Team on 01709 823777.

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

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 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 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 the map available in school and will be applied to the admission arrangements for 2023/24.

OUR LADY AND ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Admissions Policy 2023/24

Our Lady and St. Joseph's Catholic Primary School (Wath) 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 2023.

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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. Joseph's Wath Rotherham. (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 using the local authority's computerised measuring system on the following basis: The distance to the school is measured by a straight line on a horizontal plane (commonly known as measurement 'as the crow flies'). The measurement is determined by a Geographical Information System, which is based on Ordnance Survey information. Distance measurements are calculated by the Admissions Team using a Geographical Information System, which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is.

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 Local Authority Admissions Team by 15th January 2023.

You will be advised of the outcome of your application on 17th April 2023 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 2023.

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 Our Lady and Saint Joseph's School and the Local Authority Admissions Team 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

The waiting list will be operated in accordance with the Rotherham Authority Scheme. Please refer to Section 8 – Waiting Lists.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. The Local Authority will, in so far as is possible, co-ordinate all in-year transfers for all voluntary aided primary schools and academies in Rotherham in 2023/24. Parents should complete a common application form (Transfers) via the local authority website or by contacting the School Admissions Team on 01709 823777.

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

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. 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 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 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 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 used. Details of the parish boundaries are available from the school and will be applied to the admission arrangements for 2023/2024.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, DINNINGTON **Admissions Policy 2023/24**

This policy was not available in time for the publication of this booklet.

Please refer to the school's own website for further information.

[St Josephs Catholic Primary School \(stjosephs-dinnington.co.uk\)](http://stjosephs-dinnington.co.uk)

ST MARY'S CATHOLIC PRIMARY SCHOOL, MALTBY **Admissions Policy 2023/24**

This policy was not available in time for the publication of this booklet.

Please refer to the school's own website for further information.

<https://www.stmarysmaltby.co.uk/>

SECTION 6 - MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you submit your application you are strongly advised to read this entire booklet and to have taken particular note of:

Section 3 How the Arrangements Work

This explains how, from the three preferences you express for a school, the Authority determines which school to offer you for your child.

Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?

This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place for your child you **MUST** apply via Rotherham Authority.

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on the Rotherham Common Application Form. However you are advised to contact the relevant local authority for a copy of their Admission to Primary School Booklet, as their Admission Criteria may differ from Rotherham's.

The addresses of neighbouring education authorities and their telephone numbers are provided in Section 12.

Key points on submitting your application- you can apply for:-

- A Community School in Rotherham.
- A Catholic Primary School in Rotherham.
- A Church of England Primary School in Rotherham.
- An Academy in Rotherham
- A school in any other Local Authority.
- **DO NOT** name the same school twice – doing so will not increase your chance of obtaining a place for your child at that school and you may miss out on the opportunity of a place at a school which you could have requested as a 2nd or 3rd preference.
- **DO** put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
- Complete all sections.

Places will be allocated based on your residential address on 15th January 2023. Therefore you MUST notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility /council tax bill). If you are asked to provide proof of residence and this is not received, your original address will be used in the allocation of places.

ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit their parental preference(s) for a school(s) via the Authority's website: www.rotherham.gov.uk/education

What are the advantages of applying online?

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 17th April 2023. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Application Form
- Press the submit button
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Supplementary Information Form (SIF) which can be downloaded from our website. You can upload your SIF and any supporting information with your online application. Alternative, this should be returned to the Admissions Team, along with any additional information required by your preferred school(s) in support of your application. Please attach a covering letter stating your child's name and date of birth or email your information to admissions.enquiries@rotherham.gov.uk. Failure to return this information is likely to affect the admission category your child is placed in.
- It is the responsibility of the parent to provide any additional documentation for a community school or academy (eg; proof of address or medical information) in support of your application. You can upload it with your online application; post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to provide any information you wish to be taken into consideration by the closing date is likely to affect the admission category your child is placed in.
- You must complete and submit your online application by **15th January 2023**.

COMMON APPLICATION FORM

If you are unable to apply on line or would simply prefer to complete a common application form please contact the Admission Team on (01709) 823777 and one will be sent out to you.

What to do next if you are applying using the Common Application Form

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Common Application Form
- Return your completed form to the Admissions Team
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Supplementary Information Form which can be downloaded from our website or telephone 01709 823777 to request a copy. This should be securely attached to your Common Application Form and returned to the Admissions Team, along with any additional information required

by your preferred school(s) in support of your application. Failure to return this information is likely to affect the admission category your child is placed in.

- It is the responsibility of the parent to provide any additional documentation for a Community or Controlled school or academy (eg; proof of address or medical information) in support of your application. You can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to provide any information you wish to be taken into consideration by the closing date is likely to affect the admission category your child is placed in.
- You must ensure that the Admissions Team are in receipt of your Common Application Form by **15th January 2023**.

What to do if you change your mind about the preference(s) you have made

What to do depends on **when** you change your mind.

If you change your mind **BEFORE** the 15th January 2023

- 1) If you have completed an online application you can make changes up to 15th January 2023 (please remember to re-submit your application after making any changes). You should receive an automated email confirming your new preferences upon submission
- 2) Alternatively request and complete a new Common Application Form Return it to the Admissions Team, Children And Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE by 15th January 2023
- 3) Or email admissions.enquiries@rotherham.gov.uk with your new preference(s)
- 4) If you are completing or emailing a change of preference please name your original preferences along with your new ones.

Please note - Parents need to be aware that the Authority will only process one Common Application Form per child at any given time.

By submitting a second Common Application Form, emailing or resubmitting an online application a parent is notifying the Authority to disregard the original application submitted. The Admissions Officer will then withdraw your original application and only your new preferences will be considered.

If you change your mind **AFTER** 15th January 2023

If you change your preference after 15th January 2023 this will be dealt with as a late application **after** 17th April 2023. Your original application will still be considered and a letter will be issued, based on this application, on 17th April 2023. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preference(s) you have made, the procedure is given below. However you are strongly advised to contact the Admissions Team before doing so.

- 1) Contact the Admissions Team on (01709) 823777 and let them know you wish to change your preference(s) on the Common Application Form.
- 2) Alternatively you can email your new preferences to admissions.enquiries@rotherham.gov.uk

IMPORTANT NOTE – You should be aware that, if it is possible to offer a place at your new (late) preference, the offer of a school place made to you on 17th April 2023 will be withdrawn and may be re-allocated to another child.

Therefore if you are happy with the offer made to you on 19th April and do **not** wish this school to be withdrawn, if it is possible to offer a place at a school named on your late application, it is **important** that

you notify the Admissions Team **IMMEDIATELY on receipt of your offer email/letter**. Please also refer to Section 7 of this booklet.

If you change your mind **AFTER THE OFFER DAY** of 17th April 2023

Contact the Admissions Team on (01709) 823777 to discuss your change of preference as this will affect the offer of a school place already made for your child.

Parents Resident Outside Rotherham but applying for a Rotherham School

- Any application for a place in a school outside your own authority should be made to the local authority in which your child resides naming your preferred Rotherham school(s).
- Follow the procedures for submitting the Common Application Form to your local authority. Do not apply direct to Rotherham.
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).
- On 17th April 2023 your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a secure computer system; any paper documentation may be scanned and saved electronically for future reference. Paper records are stored securely as confidential information and will be destroyed within agreed timescales.

Where necessary and as appropriate, information will be shared with other service areas within Rotherham Council or with external agencies that are involved in the health and welfare of children in line with information sharing agreements. If you have named a school in another Authority, a copy of your application will be forwarded by secure electronic means to that particular Authority for consideration.

If you have any questions, please contact the Admissions Team on 01709 823777 or email **admissions.enquiries@rotherham.gov.uk**.

Please note that completion and return or submission of a Common Application Form does not guarantee a place at any of your preferred schools.

SECTION 7 - HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your Common Application Form after it is received by the Admissions Team.

All Admission Authorities will be operating an “equal preference” system in relation to all preferences. For further details see **Section 3** or, if you require further advice please contact the Admissions Team.

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

It will be for the relevant Admission Authority to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

a) **Procedure for Common Application Forms where only preferences for Rotherham Schools have been expressed**

The Admissions Team will count the number of applications for each school received by the closing date.

- If the number of applications is below the admission number the child is eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria in Section 5 of this booklet.
- Copies of all the Common Application Forms, including a preference(s) and Supplementary Information Form for Catholic and Church of England Primary Schools or Academies will have been forwarded to the Governing Body of each school as the Governing Body is the admission authority for their school.

The Governing Body will put the applications in order of priority. To do this they will use their admission criteria and the Supplementary Information Form attached to the Common Application Form. They will send the Admissions Team a list of all the names of children with applications for the school. This list will have the names in priority order of eligibility for admission.

b) **Schools in Rotherham and/or other local authorities**

- If you have named a Rotherham School on your form please read the procedure above.
- If you have named a primary school in another authority, your application will be sent to the relevant Local Authority.
- The Admissions Officers in other authorities, will inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).

STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest named school on your application at which your child has a potential offer.

Please refer to the table in **Section 3** illustrating the 8 possible outcomes for your three preferences.

On the 17th April 2023 the Admissions Team in Rotherham will either email (if you have applied online and selected this option) or send a letter to all parents of children resident in Rotherham making the single offer of a place.

What to do when you receive your offer letter

- If you are happy with the offer of a school place in Rotherham staff at the school will contact you in due course. However if the school offered is in a neighbouring Authority, you may be required to confirm in writing whether or not you wish to accept the offer of a place.
- If you do not require the place offered as you have made alternative arrangements for your child's education then you must write and tell the appropriate Admissions Authority as soon as possible as there may be a waiting list for the school. You will need to confirm the details of your alternative arrangements (i.e. an alternative school offer or moving out of area). If the school offered is not one of your original preferences, as these were oversubscribed, it is **not** possible to decline and withdraw this place until a place at an alternative school has been confirmed.
- If you do not accept the offer of a place and wish to appeal for a place(s) at one or more of your preferred school(s) please refer to **Section 9**.

What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?

Children living in Rotherham

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with places available.

Brampton Ellis CE Primary School or one of Rotherham's Academies may also be offered under this process if places are still available.

For an explanation of how the nearest school is decided, please refer to **Section 5**. You do of course have the right to an independent appeal for all of the schools at which your child has been refused a place.

Children living in another Authority

Please contact the Admissions Team in your home Authority for advice.

LATE APPLICATIONS

Rotherham Schools

- Applications received by the Authority up to and including 15th January 2023 will be included in the allocation of places made on 17th April 2023.
- You will **not** be offered a school place for your child on 17th April 2023 if the Admissions Team has **not** received an application form from you by 15th January 2023.
- If you have made a **late** application after 15th January 2023 and up to and including 17th April 2023 you will be notified whether your child is eligible for a place at one of your preferred schools in writing on 17th May 2023.
- If you submit a late application after 17th April you will be notified as soon as possible whether your child is eligible for a place at one of your preferred schools.
- In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if

places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School or one of Rotherham's Academies may also be offered under this process if places are still available.

- If a Common Application Form is not received from you by 26th June 2023 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with available places. Brampton Ellis CE Primary School or one of Rotherham's Academies may also be offered under this process if places are still available.

Schools not in Rotherham

Common Application Forms which are received after **15th January 2023** and name a school in a different Authority will be forwarded to the relevant Authority. You are advised to have contacted that Admission Authority for details of how it deals with any applications received after this date.

You should read the information in the relevant Authority's Admission Booklet regarding late applications or alternatively, contact Admissions Officers at that Authority if you require further advice.

WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with places available. Brampton Ellis CE Primary School or one of Rotherham's Academies may also be offered under this process if places are still available.

For an explanation of waiting lists see **Section 8**.

- For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 9**.

SECTION 8 - WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

Rotherham Schools

On the Offer Day of **17th April 2023**, the Admissions Team will establish a waiting list for primary schools in Rotherham, where the number of applications for those schools has exceeded the available places in Reception/Foundation Stage 2.

Your child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A.

Inclusion of your child on a waiting list does not guarantee that a place will become available at that school.

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives **written** confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement "as the crow flies").

If your child is offered a place at a school from the waiting list and the school is named as a higher preference than the school where they were previously offered, the place at the school originally offered will be withdrawn. **If you wish to keep the place at the school first offered you should contact an Admissions Officer immediately on receipt of the letter.**

Table A

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by 15th January 2023 . (All applications received after this date will be deemed as late applications.)	17th April 2023 - decision letters/emails sent to parents advising them of the outcome of their application.	17th April 2023 - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from 16th January 2023 to 17th April 2023 inclusive.	17th May 2023 - decision letters sent to parents advising them of the outcome of their application.	17th May 2023 - waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 18th April 2023 to 17th May 2023 inclusive.	From 17th May 2023 - letters will be posted to parents advising them of the outcome of their application.	As of 17th May 2023 - waiting lists will be updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 18th May 2023 to 31st December 2023 inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after 18th May 2023 , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a lower preference on their common application form than the school for which they have received a single offer of a place.

Upon receipt of your offer if you wish for your child's name to be placed on the waiting list for a school named as a lower preference on your original application form than the school at which an offer has been made, you should submit this request in writing either by letter, by completion of a new common application form, or by email to admissions.enquiries@rotherham.gov.uk.

This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your new preferred school in accordance with Table A above.

Table B

Preferred schools in rank order of the Common Application Form			
1 st	School A	W	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 nd	School B	P	Preference can be met and offer is made
3 rd	School C		Child is not eligible for admission and the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

Table C

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	W	W	P	P	P	W	W
2 nd	School B	P	P	W	P			P	W
3 rd	School C	P	P	P		P			W

Key

P Place available – your child is eligible for admission which creates a potential offer

W School oversubscribed – your child is not eligible for admission as determined by the admission criteria, however their name will automatically be put on the waiting list.

School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been given a place at a higher preference of school

If you change your address, please write to the LA providing some proof i.e. a council tax or utility bill. Your child's place on the waiting list will then be reviewed.

The waiting list will be established on the offer day and will be maintained up to and including **31st December 2023**

Important points about waiting lists

- A vacancy arises in Reception (FS2), only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting list positions are subject to change. Once established waiting list positions may change regularly, even daily, as new applications are processed or where circumstances change (e.g. a child on the list moves address).
- Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.

Schools outside Rotherham

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Primary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Officer in the Authority for further information and advice. Contact telephone numbers for neighbouring Authorities are given in Section 12.

SECTION 9 - INFORMATION ON APPEALS

You have the right of appeal to an independent appeal panel if you have received **written confirmation** that it has not been possible to offer your child a place at one or more of the schools you have applied for.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

Reason 1

- the number of applications exceeded the published admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For primary schools the relevant year group is Reception (FS2) and for separate Junior Schools the relevant year group is Year 3.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

Reason 2

- you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Authority's co-ordinated scheme for admission.

The table shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

Please Note: If you intend to appeal for a place at a school named as a lower preference on your application than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	A	A	P	P	P	A	A
2 nd	School B	PA	P	A	PA	A	A	P	A
3 rd	School C	PA	PA	P	A	PA	A	A	A

See Key on next page

Key

- P** This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.
- A** Your child was not eligible for a place at this school. You have the right of appeal for a place at this school.
- PA** Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process is independent of the Admission Authority. The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for Rotherham Community Schools, Academies, Catholic Primary Schools and Church of England Primary Schools parents should lodge their appeal within 30 calendar days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admissions Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;
- g) parents will receive written notification of the Appeals Panel decision.

General Information On Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

1. Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority's Democratic Services.
2. Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and following this, will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.
3. If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.
4. In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.
5. If there are a large number of appeals for a particular school a Group Appeal hearing may take place.
6. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, where a parent of a summer born child has requested that their child be educated outside of their normal age of admission, and this request has been declined, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Limits to Infant Class Sizes

There is another factor to take into account in terms of admissions and this relates to limits to Infant Class Sizes. Limits on class sizes imposed by law mean that, subject to certain limited exceptions, infant classes in Reception, Year 1 and Year 2 may not contain more than 30 children with a single teacher. Because of this legal requirement, admissions authorities will not be able to admit a child to an infant class if to do so would result in a class size of above 30 children.

The scope for Admissions Appeal Panels to uphold an appeal against non-admission has been limited where the admissions authority has refused admission on class size prejudice grounds.

It is important to note that if your preference for a place in Reception has been refused on the grounds of class size legislation, the normal two-stage decision-making process as detailed in the "Admission Appeals – A Guide for Parents and Carers" will not apply. Unless an applicant can successfully prove that either the decision that class size prejudice would arise is not one that a reasonable admission authority would have made in the circumstances or, that the preference should have succeeded had the admission arrangements been applied correctly, the appeal will fail.

You are therefore urged to bear this information in mind if a place at a school has been refused because of class size legislation.

SECTION 10 - ADMISSIONS POLICY FOR ROTHERHAM AUTHORITY NURSERY (FOUNDATION STAGE ONE)

An application for an early education place* (see below) in an Early Years Centre or Nursery Unit (Foundation Stage One) should be made to the Head Teacher.

Parents should be aware that gaining a place in the nursery class (FS1) at a school **does not** guarantee that a place will be available in that school in the Reception class (FS2).

A complete list of all the Local Authority nursery and primary schools which have nursery is given in Section 4. Children who have an Education, Health and Care Plan must be allocated a place at the school named in the Plan.

Children will be allocated a place in a nursery (FS1) according to the following criteria which are ranked in priority order:

- 1) Relevant Looked After Children or previously looked after children (see definition below).
- 2) Children who have a specific medical reason confirmed by a medical practitioner which the Head Teacher is satisfied makes attendance **at that particular school essential**.
- 3) Children with a compelling social reason which the Head Teacher is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school.
- 4) Children who live in the catchment area of the school as defined by the Authority and who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission.
- 5) Children who live in the catchment area of the school as defined by the Authority.
- 6) Children who live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- 7) Children who attend integrated early education at a childcare provider on the school site.
- 8) Children who live in the catchment area of a school without nursery/foundation stage 1 provision.
- 9) Children who have access to nursery/foundation stage 1 provision in their own catchment area school.

If demand for places within any category is greater than the available spaces, places will be allocated to children who live nearest to the school measured by a straight line on a horizontal plain (commonly known as measurement "as the crow flies"). See page 39 for full definition.

Please Note

- * Children are entitled to an early education place from the term following their 3rd birthday. The majority of schools offer three terms of early education, commencing in the Autumn Term one year before entry to reception / foundation stage 2. Early Education places are also offered by pre-schools, day-nurseries and some childminders. Children who are eligible for a place from the Spring (January) or Summer (April) term usually take up a place at a pre-school, day nursery or childminder initially, however some schools can offer an intake each term.

An early education place is 570 hours of early education over 38 weeks of the year. This is delivered as 15 hours each week for 39 school weeks each year with 5 inset days over the year. Children are entitled to 15 hours of free early education and Schools can deliver this flexibly over fewer than 5 days. A number of different delivery models are in place - details are available from the Families Information Service or directly from the school.

Children who meet the eligibility criteria are eligible for a total of 30 hours of early education each week. Some schools, day nurseries, pre-schools and childminders will be offering a 30 hour entitlement. Please contact the Families Information Service or school directly for more information.

A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to nursery/FS1 is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the nursery/FS1.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. For further information please refer to the School Admissions Code of Practice 2021 which can be downloaded from www.dfe.gov.uk

Families Information Service contact details:

Tel: 0800 0730230 or 01709 823429

e-mail: fis@rotherham.gov.uk

website: www.rotherhamfis.co.uk

SECTION 11 - YEAR 2 TO YEAR 3 TRANSFERS

MOVING FROM INFANT TO JUNIOR SCHOOL

It is necessary for parents of children in Year 2 of a separate Infant School to apply for a place in a Junior School when their child is due to transfer to the next phase of their education.

Making an Application

- Parents of children resident in Rotherham can name up to three preferred Junior Schools or Academies for their child, even if one of your preferred schools is in another Authority's area. However, most parents will choose to apply for the associated Junior School to their child's current Infant school.
- If you are resident in Rotherham you MUST apply on-line at www.rotherham.gov.uk/education or request and complete a paper copy of the Common Application Form by telephoning the Admissions Team on 01709 823777.
- The closing date for receipt of applications is **15th January 2023**. All applications received after this date are deemed to be late applications.
- Parents of children who reside outside the Rotherham Authority should contact their Local Authority's Admissions Team for further advice on submitting an application. This applies even if your child is currently on the roll of a Rotherham Infant School and you wish them to transfer to the related Junior School in September 2023 – you will need to submit your application via your Local Authority's Admissions Team. Contact telephone numbers for neighbouring Authorities can be found in Section 12 of this booklet.

ONLINE APPLICATIONS

Advantages of applying online-

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 17th April 2023. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Common Application Form
- Press the submit button
- If you are applying for Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This can be uploaded with your online application, along with any additional information required by the school in support of your application, or posted to the Admissions Team clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.
- If you need to send any additional documentation (eg; proof of address or medical information) in support of your application you can post it to the Admissions Team with a covering letter stating your

child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to return this information may affect the admission category your child is placed in.

- You must complete and submit your online application by **15th January 2023**

COMMON APPLICATION FORM

- If you are unable to apply on line or would simply prefer to complete a paper Common Application Form please contact the Admission Team on (01709) 823777 and one will be sent out to you. You must complete and return your application form to the Admissions Team by **15th January 2023**
- Attach any additional documentation for a Community school or academy (eg; proof of address or medical information) which you wish to be considered in support of your application. Failure to return this information may affect the admission category your child is placed in.
- If you are applying for Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This should be posted or emailed (admissions.enquiries@rotherham.gov.uk) to the Admissions Team clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.

Parents wishing their child to transfer to a separate Junior School from a Primary or J&I School

Parents of Year 2 children resident in Rotherham who currently attend a Primary or Junior & Infant School/Academy, or a school outside Rotherham Authority, can, if they wish, express a preference(s) for a Junior School either on-line or by obtaining a Common Application Form from the Admissions Team on (01709) 823777. This should be completed and returned to the Admissions Team by the closing date of **15th January 2023**.

Parents not wishing their child to transfer to a separate Junior School

If you would prefer your child to transfer to a Primary or Junior & Infant School / Academy (including a Church of England or Catholic Primary) instead of a separate Junior School you will need to follow different procedures to those above as these applications will not be processed more than one term in advance.

- Parents would need to submit an application for these schools on a separate in-year transfer application form, which is available on the Authority's website, after **1st May 2023**. This will then be processed as an in-year application.

NOTE: Parents may still to apply for a separate Junior School place for their child by the closing date of 15th January 2023, thereby receiving an offer of a school place on 17th April 2023. Parents may then submit an additional application after 1st May 2023 for their preferred Primary or J&I School / Academy. If a place is offered, the original offer of a Junior School place may then be withdrawn.

Consideration of Preferences

The Governing Body/Academy Trust is the admissions authority for any school which is an academy. The Governors/Trustees may choose to adopt the local authority admissions criteria to determine eligibility for a place. Further information is also available on individual school websites.

The Local Authority will, on behalf of the Governing Bodies/Academy Trustees, co-ordinate all applications for admission to Year 3 in a Junior school/Academy in 2023/24 and will make offers on behalf of the relevant admissions authority on the national offer day.

Rotherham Authority is the Admissions Authority for Community (maintained) Schools but, in agreement with admission authorities for any academy, will determine whether a place is available at any of the schools named on your Common Application Form. Places at Community Junior Schools or Junior Academies will be allocated in accordance with the Admissions Criteria given below.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on the Offer Date, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).

On 17th April 2023 the Admissions Team will notify parents of children resident in Rotherham of the outcome of their application for a Junior School place. The school offered will be the highest ranked school on your Common Application Form at which a place is available.

A small number of children will have an Education, Health and Care Plan (EHCP). Children with an EHCP that names a school are required to be admitted to the school that is named as part of that process.

The majority of children with special educational needs will not require an EHCP. Applications for children who have special educational needs but no EHCP will be considered on the basis of the schools published admissions criteria.

THE ADMISSIONS CRITERIA FOR YEAR 3 OF A COMMUNITY JUNIOR SCHOOL OR ACADEMY

Places in Year 3 at a Junior School or Academy will be allocated following receipt of parental preferences according to the following criteria, which are in priority order:

Those who on the closing date of 15th January 2023 are:

- 1) Relevant looked after children and previously looked after children.
- 2) Children who, on 15th January 2023, have a specific medical reason confirmed by a medical practitioner, which the Authority is satisfied makes attendance at that particular school essential. Parents should ensure that they submit full supporting information with their Common Application Form.
- 3) Children who, on 15th January 2023, have a compelling social reason which the Authority is satisfied makes attendance at that particular school essential. The kinds of overriding social reasons which could be accepted are where there is evidence that the child’s education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- 4) Children in attendance in Year 2 at the associated Infant School.
- 5) Children who, on 15th January 2023 live in the catchment area of the school as defined by the Authority, and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2023.
- 6) Children who, on 15th January 2023, live in the catchment area of the school as defined by the Authority.
- 7) Children who, on 15th January 2023, live outside the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2023.
- 8) Children who live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

Please see notes (a) to (e) under the Admissions Criteria in **Section 5** for further clarification.

Brampton The Ellis C.E Primary School - The Governing Body is the Admissions Authority for the school. Applications for Year 3 at this school will be sent to the school for consideration by the Governing Body in accordance with their Admission Criteria. It will be assumed that children in Year 2 of this school will automatically transfer to Year 3 unless an application is received requesting an alternative. The

Governing Body will also give priority to applications from parents of children in Year 2 at Brampton Cortonwood Infant School. The Governing Body of the school will then notify the Admissions Team of the names of the children who can be offered places at the school. On 17th April 2023 the Admissions Team will, on behalf of the Governing Body, respond to parents by email or letter making the single offer of a place at this school if it is the highest preference of school named on your form with a place available. Please refer to Section 5 of this booklet for information on the school's Admissions Policy.

ASSOCIATED INFANT AND JUNIOR SCHOOLS

With reference to category (ii) above, the following is a list of the associated Infant and Junior Schools in Rotherham.

Infant School

Anston Park Infant
Bramley Sunnyside Infant
Brampton Cortonwood Infant
Brinsworth Manor Infant
Herringthorpe Infant
High Greave Infant
Kiveton Park Infant
Rawmarsh Ryecroft Infant
Sitwell Infant
Thurcroft Infant

Associated Junior School/Academy

Anston Park Junior (*Local Authority*)
Bramley Sunnyside Junior (*Academy*)
Brampton The Ellis CE Primary (*Academy*)
Brinsworth Manor Junior (*Academy*)
Herringthorpe Junior (*Academy*)
High Greave Junior (*Academy*)
Kiveton Park Meadows Junior (*Academy*)
Rawmarsh Rosehill Junior (*Local Authority*)
Sitwell Junior (*Academy*)
Thurcroft Junior Academy (*Academy*)

What to do when you receive your decision

If you wish to accept the place offered you need take no further action at this stage. Staff at the school allocated will contact you in due course with information about your child's transfer to the school.

If you do not wish to accept the place offered you must write and tell the Admissions Team immediately. You may wish to telephone an Admissions Officer on (01709) 823777 for further advice.

What happens if your child is not eligible for a place at one of your preferred school(s)?

For any school where you have not received an offer of a place, which is named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will be placed on the waiting list for that school.

For an explanation of waiting lists see **Section 8**.

For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

Notice of Appeal

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 9**.

Late Applications

Applications received by the Authority up to and including 15th January 2023 will be included in the allocation of places made on 17th April 2023.

You will not be offered a school place for your child on 17th April 2023 if the Admissions Team has not received an application form from you by 15th January 2023.

If you have made a late application after 15th January 2023 and up to and including 17th April 2023 you will be notified whether your child is eligible for a place at one of your preferred schools in writing on 17th May 2023.

If you submit a late application after 17th April 2023 you will be notified as soon as possible after 17 May 2023 whether your child is eligible for a place at one of your preferred schools.

In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child may be allocated a place at the feeder Junior school, your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School may also be offered under this process if places are still available.

If a Common Application Form is not received by 6th June 2023 and your child is a Rotherham resident a place will be allocated for your child at the feeder junior school, your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School may also be offered under this process if places are still available.

Applications for schools outside Rotherham LA

You should read the information in the relevant Authority's Admission Booklet regarding late applications or alternatively, contact Admissions Officer at the relevant Authority if you require further advice.

SECTION 12 - USEFUL CONTACTS

Rotherham School Admissions Team

Children and Young People's Services
Riverside House
Main Street
Rotherham
S60 1AE
Tel: (01709) 823777
Email: admissions.enquiries@rotherham.gov.uk

Appeals Clerk

Democratic Services,
Town Hall, The Crofts,
Moorgate Street,
Rotherham
S60 2TH
Tel: (01709) 822054 or 82
Email: SchoolAppeals@rotherham.gov.uk

Diocesan Addresses

Catholic Diocese

Diocese of Hallam,
Schools Department,
Hallam Pastoral Centre,
St Charles Street,
Attercliffe,
Sheffield
S9 3WU
Tel: (0114) 2566440
Email: schools@hallam-diocese.com

Church of England Diocese

Director of Education
Diocese of Sheffield,
Church House,
95/99 Effingham Street,
Rotherham
S65 1BL
Tel: (01709) 309100
Email: reception@sheffield.anglican.org

Neighbouring Local Authorities Barnsley

School Admissions Section
PO Box 634
Barnsley
S70 9GG
Tel: (01236) 773689, 773588,
Email: admissions@barnsley.gov.uk

Doncaster

Admissions and Pupil Services
Children and Young People's Services
Civic Office,
Waterdale,
Doncaster
DN1 3BU
Tel: (01302) 737262
Email: admissions@doncaster.gov.uk

Sheffield

Pupil Admissions,
Floor 5, West Wing
Moorfoot,
Sheffield, S1 4PL
Tel: (0114) 2735766
Email: ed-admissions@sheffield.gov.uk

Derbyshire

Derbyshire County Council
Admissions and Transport Team
Children's Services
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ
Tel: 01629 537479
Email: admissions.transport@derbyshire.gov.uk

Nottinghamshire

Nottinghamshire County Council,
North Base,
Meadow House, Littleworth,
Mansfield, Nottinghamshire, NG18 2TA
Tel: 0300 500 5080
Email: admissions.ed@nottscc.gov.uk

SECTION 13 - ADDITIONAL INFORMATION ABOUT PRIMARY EDUCATION

School Attendance (Early Help and Family Engagement)

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.

Tel: 01709 823528

Charges and the Remission of Charges

The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

Educational Psychologists

Educational Psychologists visit all schools within Rotherham Local Authority on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning. The easiest way to contact the service is to get in touch with the Head Teacher of your child's school.

Complaints

Information on making a complaint can be obtained from the Complaints Manager or from the school concerned. Email: complaints@rotherham.gov.uk

Exclusions

This service offers advice and guidance on the exclusion process to schools and parents. Tel: (01709) 334077.

Families Information Service

For information about free early education/nursery places for 2, 3 and 4 year olds and for information and advice on local childcare provision please contact:

Rotherham Families Information Service,
Riverside House,
Main Street,
Rotherham,
S60 1AE
Tel: (01709) 823429
Freephone: 0800 073 0230

Rotherham SEND Information Advice and Support Service

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special educational needs. Please see www.rotherhamsendiass.org.uk

Public Examinations

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability. Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff.

School Dress Code

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

School Meals

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Telephone (01709) 336065. Information and a claim form is also on our website at www.rotherham.gov.uk

School Transport

The Council's Home to School Transport Policy can be accessed at:

www.rotherham.gov.uk/schools-schooling/guide-school-transport-travel/1

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

Special Educational Needs

Most children can cope well in their primary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the EHC Assessment Team by email at assent@rotherham.gov.uk or by telephone on (01709) 823660.

Staff Training Days (Inset)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is to be closed.

Vaccination (Immunisation)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases. One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare to start school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections – remember these infections still exist and can infect an unprotected individual.

Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or 0-19 Health Practitioner (Health Visitor/ School Nurse) to discuss these. All national immunisation schedule vaccinations are free of charge. For further information please visit the NHS choices website:

<https://www.nhs.uk/conditions/vaccinations/childhood-vaccines-timeline/>

By the time your child starts school they should have been vaccinated against:

Tetanus; Diphtheria; Polio; Whooping Cough; Haemophilus Influenza (type b); Pneumococcal disease; Meningitis (Type C); Measles; Mumps and Rubella. As we are seeing an increase in outbreaks in this country and globally, the only way you can protect your child is by ensuring they have received 2 MMR vaccinations by the time they start school, available at your GP practice.

The children's flu vaccine is offered as a yearly nasal spray to young children to help protect them against flu. In the autumn/winter 2019/2023 the vaccine will be available free on the NHS for all eligible children via the school immunisation team.

Eligible children include those in reception class and school years 1, 2, 3, 4, 5 and 6. They will be offered the vaccination in school, this included children with chronic or long-term conditions. A consent form, dates for the school session and further information will be sent to parents via the school prior to the vaccinations taking place. If you would like further information the school can provide the contact of the school immunisation team and a link below to the NHS choices page.

<https://www.nhs.uk/conditions/vaccinations/child-flu-vaccine/>