

# **Secondary School Admission Policies 2026/27**



# Armthorpe Academy

Enriching lives, Inspiring Ambitions

## Admission Arrangements for 2026/2027 Academic Year

1. Consilium Academies, The Consortium of Community Trusts is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Trust and its delegated bodies are able to decide who is eligible for a place at the school. Neither the Headteacher or other individuals are able to determine eligibility for places.

2. **General Statement**

In Doncaster, each school or academy serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy and a group of linked primary schools or academies in a pyramid. In this way, the Academy becomes part of the provision for a community and the education of the community's children benefits greatly from the association within the pyramid.

3. **Admission Number**

An Academy must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the Academy taking into account the nature and type of the buildings and provides for an acceptable amount of space for each student. Therefore, the admission number is set to benefit the children who are taught in the Academy and those who teach and support them. Each academic year, the Academy consults with the LA and has set an admission number of **180**.

Before making a final decision, the Council consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered an Academy which is ranked higher on an application under a Co-ordinated Admission Scheme<sup>i</sup> (CAS)

#### **4. Expressing A Preference**

Applications for admission should be made in accordance with the relevant CAS.

#### **5. Closing Date for Receipt of Parental Preferences**

The closing dates for receipt of preferences for the year of entry is 31 October 2025.

Late applications for the year of entry are processed after those received by the closing date.

#### **6. Announcement Date for Parental Preferences**

For those applications received by the closing date noted above, emails will be sent to parents on 2nd March 2026

#### **7. Eligibility For A Place At The Academy – Oversubscription Criteria**

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

##### **a) Looked After Children or all Previously Looked After Children<sup>ii</sup>**

##### **b) Catchment Area**

Children who are ordinarily resident in the catchment area of the Academy. Details of Catchment Areas are available from the LA: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

For applications for the year of entry, the catchment area will be determined in relation to the address at which the student is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

##### **c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the Academy, at the point of admission.

**d) Link Schools and Academies<sup>iii</sup>**

Children attending a school or academy within the pyramid and who have, on the closing date for applications, attended that school or academy continuously for more than one calendar year.

**e) Proximity**

Children who live nearest to the Academy measured in a straight line from the mid point of the student's place of ordinary residence<sup>iv</sup> to the entrance nearest to the reception point of the Academy.

If two or more students live equidistant from the Academy, the distance each student lives by road from the Academy will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

**8. The Offer Of A Place At An Academy**

Decisions will be sent to parents in accordance with the Authority's CAS i.e for those received by the closing date the national announcement date is 2nd March 2026.

**9. Waiting Lists**

For the year of entry, students will be added to the waiting list where they are refused a place and the Academy was ranked higher on the application than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a student's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e 31st December 2026.

Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the Academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

**10. In Year Transfers**

Applications for in year transfers are considered in accordance with LA's CAS

Applications should be made on the online application system which can be found at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

A student will be deemed eligible for admission if there are sufficient places unless specific circumstances<sup>v</sup> apply. However, a student will not be eligible for

a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out above.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Students are normally admitted to a school at the start of the next new term other than:-

- a. where the Headteacher in consultation with the Council considers that the pupil should be admitted earlier in the circumstances of the case, or;
- b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the student would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
- c. the student is not on the roll of a school.

Students are required to start at the Academy within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DFE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **11. Independent Appeals**

If a place is not offered at the Academy parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education

Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

## **12. General Information**

### **False Information**

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

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### **Admission of Service Personnel and Crown Servants**

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number.

### **Further Information**

Further, more detailed information about the admission process is available from the Council and can be found in the Admission To Primary School Booklet, available as follows:-

Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Web: <https://www.doncaster.gov.uk/services/schools/school-admissions>

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## Explanatory Notes

### **i Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **ii Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **iii List of Link Schools and Academies**

Armthorpe Shaw Wood	Southfield Primary
Tranmoor Primary	

### **iv Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

### **v Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



## Admission Arrangements 2026/2027 School Year

- 1 Delta Academies Trust is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Trust and its delegated bodies are able to decide who is eligible for a place at the school. Neither the Headteacher or other individuals are able to determine eligibility for places

### General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **210**.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered an Academy which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Expressing A Preference

- 6 Applications for admission should be made in accordance with the relevant CAS.



## **Closing Date for Receipt Of Parental Preferences**

- 7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## **Eligibility For A Place At School - Oversubscription Criteria**

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children<sup>iv</sup>**

**b) Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission.

Where there are twins/children of multiple birth to be admitted to the school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

**d) Link Schools<sup>vi</sup>**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the

reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## **The Offer of A Place At A School**

- 10 Decisions will be sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

### **Independent Appeals**

- 29 If a place is not offered at the school parents, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## **Further Information**

Further, more detailed information about the admission process is available in the Admission to School Booklets, from the school or the LA.

## **Explanatory Notes**

### **i Common Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **iii Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **v Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

## **vi List of Link Schools**

Long Toft Primary School	Travis St Lawrence CE Primary School
Stainforth Kirton Lane Primary School	Hatfield Sheep Dip Primary School
Crookesbroom Primary Academy	Hatfield Woodhouse Primary School
Dunsville Primary School	

## **vii Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

## **Admission Arrangements Astrea Academy Woodfields 2026/2027 School Year**

### **1. Admission Authority**

Astrea Academy Trust is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Trust and its delegated bodies are able to decide who is eligible for a place at the school. Neither the Headteacher or other individuals are able to determine eligibility for places

### **2. Published Admission Number (PAN)**

The School has a PAN of **210** for entry into Year 7.

The School will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The number above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary, and the Trust is entitled to limit the indicative admission number to a number below 210 where there are clear grounds to do so.

### **3. Application Process and Timeline**

Normal Round (for entry into Year 7 in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council ("the LA"). Parents resident in Doncaster can apply online at: [School admissions - City of Doncaster Council](#)
- Parents in other LA areas must apply through their home LA.
- The LA timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Year 7 is 31st October in the year before your child will start secondary school.
- Offers will be made by the LA, on behalf of the school, on 1st March or the next working day.

#### 4. In-Year admission

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

#### 5. Oversubscription criteria

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

**a. Looked After Children or all Previously Looked After Children<sup>1</sup>**

**b. Catchment Area:** Children who are ordinarily resident in the catchment area.

**c. Siblings:** Children who are living within the same family unit who will be attending the school, (excluding sixth form), at the point of admission.

**d. Link Schools:** Children attending a school which is linked to the **Balby Pyramid** and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

**e. Proximity:** Children who live nearest to the school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building.

#### 6. Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation which will be managed by the LA.

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

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

**7. False Information**

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

**8. Late Applications**

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

**9. Admission of children outside their normal age group**

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process, clause 4. Each application will be considered and decided by the school on the individual circumstances of each case.

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

The School will take into account the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

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

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

**10. Waiting lists**

The Year 7 entry waiting list will be open until 31 December. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list.

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

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



The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 4.

## 11. Appeals

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

## 12. Fair Access Protocol

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

## 13. Notes

- a) **Home address** - The home address is where a child normally lives. See LA website for definition.
- b) **Shared parental responsibility** - Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. The School will follow the process used by the LA.
- c) **Catchment area & Linked schools** - see [Secondary School Booklet – School Admissions City of Doncaster Council](#)
- d) **Sibling definition** - A child who will still be in attendance at the school on the proposed date of admission for the applicant. A 'sibling' is a brother, sister, halfbrother, half-sister, stepbrother, or stepsister who is ordinarily resident at the same address as the child for whom the application is being made.
- e) **Distance measurement** - All distances will be calculated by the LA using a computerised system.
- f) **Multiple births (twins, etc.)** - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.
- g) **Service children and Crown servants** - or families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Admission Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.
- h) **Link Schools**

Balby Central Primary Academy	Hexthorpe Primary Academy	Mallard Primary School
Waverley Academy	Woodfield Primary School	Carr Lodge Academy



# Campsmount Academy Admission Policy 2026-2027

## 1 Context

- 1.1 Campsmount Academy is part of Leger Education Trust (the Trust). The Trust administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.
- 1.2 This policy should be read in conjunction with the Admission Arrangements at DMBC, and the LET Admissions Appeals Policy:  
<https://www.doncaster.gov.uk/services/schools/admission-arrangements>
- 1.3 Parents will apply for places to Campsmount Academy as part of the Doncaster Local Authority process. Campsmount Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.
- 1.4 Campsmount Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.
- 1.5 Post 16 student places will be available through application to Ridgewood School as part of Leger Trust's Post 16 provision. This can be accessed through the Ridgewood School Sixth Form applications page; [Ridgewood School Doncaster - Applications](#)

## 2 Making An Application

- 2.1 Applications to the academy are made online by following the link below to the Doncaster secondary admissions webpage; [Secondary admissions - Doncaster Council](#)
- 2.2 The national closing date for secondary school applications and the national offer date for the next academic year can be found using the admissions link above.
- 2.3 Please contact the academy directly if further guidance or support is needed.

### **3 Admission Number**

- 3.1 The academy must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the school in question'. This number is derived from a capacity assessment of the academy, taking into account factors such as the academy site buildings and ensuring an acceptable amount of space for each student.
- 3.2 Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Each school year, the academy consults with the Local Authority and has set an admission number of **150**.

### **4 Parental Preference**

- 4.1 The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust, as the Admission Authority for Campsmount Academy will consider all preferences equally.
- 4.2 The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's CAS. Late applications are processed in accordance with the relevant CAS.

### **5 Eligibility for Admission – Oversubscription Criteria**

- 5.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority. Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criteria e being the final breaker.
  - a. Looked After Children or Previously Looked-After Children
  - b. The children of parents who are ordinarily resident in the catchment area of Campsmount Academy
  - c. Siblings
  - d. Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission.
  - e. Other children whose nearest school is Campsmount Academy.
- 5.2 Please note, where a child with a statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the academy a place will be offered.

## 6 Independent Appeals

- 6.1 If a place is not offered at Campsmount Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on your decision letter i.e. all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team at DMBC.

To request an appeal form for a Doncaster school email [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk) with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

A guidance document and a link to an online appeal form will be emailed to you for you to complete and submit.

Please see DMBC Appeals Guidance for further information: [Admission appeals - City of Doncaster Council](#)

## 7 Waiting List

- 7.1 Students will be added to the waiting list of Campsmount Academy if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 7.2 Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## 8 Admission to Post 16

- 8.1 The total number of children to be admitted each year will be decided by, and depend upon the published Admission Limit for the Post 16 provision at Ridgewood Post 16 centre.
- 8.2 A student will only be admitted to Post 16 provided they meet the sixth form admission criteria as stipulated in the Ridgewood prospectus. This includes academic performance in GCSE certified qualifications in the August of a student's Year 11 school year.
- 8.3 Application for admission to Post 16, including students currently attending the academy, must be made in writing direct to Ridgewood School via the online admissions process.
- 8.4 Any parent whose child is not offered a place or subjects they have initially requested to study, has the right to an independent appeal in line with the Ridgewood Post 16 admissions policy.

## **9 In Year Transfers**

- 9.1 Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.
- 9.2 Applications should be made on the LA's school transfer form and submitted to the LA for consideration.
- 9.3 A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.
- 9.4 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.
- 9.5 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 9.6 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however, start dates will usually be at the beginning of a term.
- 9.7 Students are normally admitted to the school at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g. movement into the borough.
- 9.8 Students are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 9.9 Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 9.10 In accordance with DfE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **10 False Information**

- 10.1 Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, for example giving a false address. 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.

## **11 Multiple Addresses**

- 11.1** Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## **Appendix A Explanation of Terms**

### **Catchment Area**

The associated catchment area is defined by the Campsmount Pyramid of schools (Spa Academy Askern and Norton Junior School).

### **Common Application Form (CAF)**

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

### **Co-ordination/Co-ordinated Schemes (CAS)**

The Local Authority will co-ordinate the admission arrangements for residents within their area whereby parents will submit a CAF or TF (Common Transfer Form) to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **Looked After Children or Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **Offer Year**

The school year immediately preceding the school year in which students are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

### **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school, (excluding sixth form), at the point of admission. Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.



### **Tie Breaker**

Distance from Campsmount Academy will operate as the final tie break should Campsmount Academy be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Campsmount Academy measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Campsmount Academy.

If two or more students live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

### **Campsmount Pyramid Schools**

Spa Academy Askern Junior School	Norton Junior
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## Admission Arrangements 2026/2027 School Year

- 1 Delta Academies Trust is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to determine eligibility for places.

### General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **150**.
- 4 In the case of the year of entry, a child may not normally be refused admission to a school on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF)<sup>i</sup> under a Co-ordinated Admission Scheme (CAS)<sup>ii</sup>.

### Expressing A Preference

- 5 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

## **Closing Date for Receipt of Parental Preferences**

- 6 The closing dates for receipt of preferences for the year of entry are in accordance with the LA's CAS.
- 7 Late applications for the year of entry are processed in accordance with the relevant CAS.

## **Eligibility For a Place at School - Oversubscription Criteria**

- 8 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children<sup>iii</sup>**

**b) Catchment Area**

Children who are ordinarily resident<sup>iv</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g., stepchildren) who will be attending the requested school, at the point of admission.

Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

**d) Link Schools<sup>v</sup>**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

**e) Proximity**

Children who live nearest to De Warrenne Academy measured in a straight line from the point of the mid-point to the pupil's place of ordinary residence to the entrance nearest to the reception point of the academy. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured

and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

### **Offer of a place at this academy**

- 9 Decisions will be posted to parents in accordance with the Authority's CAS

### **Unsuccessful Applications**

- 10 Any parent whose child is not offered a place at De Warenne Academy has the right to independent appeal. Details of the appeals procedure will be sent to parents with their decision.

### **Waiting Lists**

- 11 Pupils will be added to the waiting list of the academy if they were refused a place and the academy was ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the admission limit of the academy. While the waiting list is in operation, when a place does become available, it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy

### **In Year Transfers**

- 12 Applications for admissions outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's In Year Transfer Form.
- 13 Where there are sufficient places, an application will normally be agreed unless specific circumstances<sup>vi</sup> apply. However, admission may be refused if circumstances have changed since the year group was the year of entry and admission of an additional child would 'prejudice the provision of education or the efficient use of resources'
- 14 Where there are insufficient places for the number of applicants, all applicants will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 15 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 16 If a place is agreed, the Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

- 17 Pupils are normally admitted to the academy at the start of the next new term other than with the prior approval of the Principal or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 18 Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 19 Repeat applications made for entry to the same year group at the academy will not be considered, unless there has been significant and material change to either the families or the academy's circumstances since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 20 In accordance with DFE requirements, where an 'In Year Fair Access Protocol' has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

### **Allocation of Places**

- 21 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school. The alternative school will be the next nearest school with vacancies, taking into account the Authority's transport policy.

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### **Further Information**

Further, more detailed information about the admission process is available in the Admission to School Booklets, from the school or the LA.

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## Explanatory Notes

### **i Common Application Form (AF)**

This is a form used in the admission process on which parents' express preferences for a school or schools for the year of entry.

### **ii Co-ordination/Co-ordinated Schemes (CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iii Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **iv Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **v List of Link Schools**

Denaby Main Primary School	Morley Place Academy
Ivanhoe Academy	Castle Academy

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<sup>vi</sup> **Specific Circumstances for Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.



## Admission Arrangements 2026/2027 School Year

- 1 Delta Academies Trust is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Trust and its delegated bodies are able to decide who is eligible for a place at the school. Neither the Headteacher or other individuals are able to determine eligibility for places.

### General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **240**.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Expressing A Preference

- 6 Applications for admission should be made in accordance with the relevant CAS.

### Closing Date For Receipt Of Parental Preferences



- 7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

### **Eligibility For A Place At School - Oversubscription Criteria**

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children<sup>iv</sup>**

**b) Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission.

Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

**d) Link Schools<sup>vi</sup>**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

### **The Offer Of A Place At A School**

- 10 Decisions will be sent to parents in accordance with the Authority's CAS.

### **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

### **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

### **Independent Appeals**

- 29 If a place is not offered at the school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 30 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

## Explanatory Notes

### **i Common Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

**iii Co-ordination/Co-ordinated Schemes (CAS)** All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **v Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **vi List of Link Schools**

Arksey Primary School	Scawthorpe Sunnyfields Primary
Bentley High Street Primary	Scawthorpe Castle Hills Primary
Bentley New Village Primary	Toll Bar Primary School
Kirkby Avenue Primary School	

### **vii Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.

## Doncaster UTC: Admissions Policy Academic Year 2026/27



### **IMPORTANT**

DUTC will manage its own admissions arrangements for both Year 9 and Year 12 outside the normal local authority process for co-ordinating school offers.

**All Applications should be made directly to DUTC.**

**SHAPING CAREERS  
FORGING FUTURES**

## Introduction

- 1.1. The Brighter Futures Learning Partnership Trust is the admission authority and is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the UTC's Local Governing Body.
- 1.2. Doncaster UTC (DUTC) is a University Technology College specialising in engineering and creative & digital technologies. DUTC is a distinctive school led by employers and universities to provide an innovative and engaging learning environment and unique learning experience. DUTC will equip students with the education, skills and qualifications creating pathways into higher education, apprenticeships, and employment in the most significant areas of economic growth locally, nationally, and internationally.
- 1.3. When applying to Year 9 or Year 12 at DUTC, parents, carers and students should note the unique offer at DUTC. DUTC will deliver a core curriculum based around STEAM (science, technology, engineering, Arts and mathematics) subjects, with an opportunity for learners to select units focused towards engineering or creative & digital technologies if they wish. Students will spend much of their time at the UTC working on projects which will link into the curriculum and are related to the specialisms.
- 1.4. Doncaster UTC is committed to an open, fair and transparent admissions policy complying with the School Admissions Code and the School Admission Appeals Code (the Codes). In accordance with the Codes, Doncaster UTC will review its Admissions policy annually in line with the consultation timetable for admissions. This policy will be reviewed in readiness for entry in September 2027. The Brighter Futures Learning Partnership Trust is the admission authority and is responsible for determining the admissions policy. All decisions relating to admission applications will be taken by the UTC's Local Governing Body.
- 1.5. DUTC is located in Doncaster town centre and serves the town of Doncaster and the wider subregion. This admissions policy seeks to ensure a fair balance between Doncaster and its neighbours and also to minimise the impact on any individual school.

## 2. Process of Application

- 2.1. DUTC will manage its own admissions arrangements for both Year 9 and Year 12 outside the normal local authority process for co-ordinating school offers. Applications should be made directly to DUTC.
- 2.2. Copies of the application form are available online from 1<sup>st</sup> September 2025 9am. ([www.doncasterutc.co.uk](http://www.doncasterutc.co.uk)). Alternatively, a printed copy can be requested by contacting DUTC directly on 01302 976515.
- 2.3. To receive an offer of acceptance by 13<sup>th</sup> March 2026, applications must be submitted by:
  - 12<sup>th</sup> December 2025 for students entering Year 9 and Year 12 students applying for a post-16 that are based at the UTC.
  - 13<sup>th</sup> March 2026 for external students entering Year 12
- 2.4 All students for Year 9 admissions will be expected to apply for one of the UTC's two specialisms:



- For Engineering there will be 75 places available
- For Creative and Digital Technologies there will be 75 places available

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

- 2.5. Parents/carers (Year 9) and students (Year 12) will be expected to confirm acceptance of the place by 20<sup>th</sup> March 2026 and will be required to attend an enrolment evening.
- 2.6. Applications before the 12<sup>th</sup> December 2025 (Year 9) and 13<sup>th</sup> March 2026 (Year 12) will be notified on or before the 13<sup>th</sup> March 2026. Applications after these dates will be notified after 13<sup>th</sup> March 2026 if places are available.
- 2.7. Inaccurate or false information on the application form may result in the place being withdrawn.

### 3. Published Admission Number (PAN)

3.1. For September 2026, Doncaster UTC will operate the following PAN: Year 9 - 150 students.

- If fewer Year 9 applicants than the PAN are received, all applicants will be admitted.
- If more applicants than the PAN are received, the over-subscription criteria listed in **Section 5** will be applied.

Year 12 - 50 students who meet the minimum entry requirements for post-16 courses (**see Section 6**):

- 120 students who meet the minimum entry requirements for post-16 courses. The Year 12 PAN is low because this applies to external candidates only. Year 11 students attending Doncaster UTC are guaranteed a place in Year 12, providing they meet the minimum entry requirements.
- If more than 120 eligible applicants apply, the oversubscription criteria will be applied as outlined in Section 5.

3.2 Students will not be admitted to Doncaster UTC at any other time other than at the start of the Year 9 or Year 12 unless agreed with the Principal.

### 4. Special Educational Needs/Education Health and Care Plans 4.1.

Students with an Education Health and Care Plan (EHCP) will be admitted to Doncaster UTC if Doncaster UTC is named on the EHCP.

### 5. Oversubscription Criteria

5.1. If the number of applicants to Doncaster UTC for Year 9 entry is at, or below, the PAN, as detailed in paragraph

3.2 of this policy, all applicants will be admitted.

5.2. The criteria in this section apply to entry at both phases of the school. Any students wishing to enter the sixth form will also be required to have met the academic entry criteria for the Sixth-Form set out below. If there are more applicants than places, the following criteria will apply:

- Preferences will be sorted in the priority order of the criterion outlined below.

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- Should there be insufficient places available within each criterion, places will be allocated by Random Allocation under each specialism, which will be supervised by someone independent to the UTC.

#### **a) Looked After Children or Previously Looked After Children**

**b) Trust school** up to 25 places in Year 9, will be available for students on the role of Hungerhill School at the published closing date. Where the number of applicants for Year 12 is greater than the published number, applicants currently on role at the UTC will be given priority, providing they meet the entry criteria, places will then be offered to students on role at Hungerhill School.

#### **C) Trust Partner Schools**

Students who had previously attended a school which is a member of the 'Brighter Futures Learning Partnership Trust'. The Trust schools are:

- Hungerhill School
  - Kirk Sandall Infants and Junior Schools
  - Dunsville Primary School
  - Barnby Dun Primary Academy
  - West Road Primary Academy
- d) Siblings Students with a sibling<sup>1</sup> living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc., all will be admitted.
- e) Students who are ordinarily resident in the catchment area. Students living within the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.
- f) Students who are ordinarily resident outside of the catchment area. Students living outside the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.

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<sup>1</sup> 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### **6. Academic entry criteria for Year 12**

6.1. In order to be eligible for entry or progression into year 12, applicants and our own year 11 students will normally be required to have met the following academic entry criteria:

- 5+ GCSEs with grades 4 to 9 including in English and mathematics (or equivalent grades for BTECs).
- Grade 6 at GCSE for A Level subjects
- Access to A level Physics and Chemistry will require a minimum of grade 6 in GCSE Maths
- Access to the Diploma in Engineering or Creative and Digital Technologies would require a minimum of 5 grade 4s at GCSE including English, maths and science.



- 6.2. In addition to these academic entry/progression criteria, the UTC may also stipulate additional academic criteria for some subjects where relevant for the course they are entering. This will be stipulated on Doncaster UTC's website.
- 6.3. If students meet the general academic entry requirements for the school but not for their chosen course or courses, they will be offered a conditional offer for courses for which they have met the academic standard.
- 6.4. Places will be conditional until evidence of results have been obtained (typically a results statement).

## **7. Waiting List Provision**

- 7.1. Where Doncaster UTC receives more applications for places than there are places available, Doncaster UTC will maintain a waiting list until the end of the first term of the year of entry (31st December). This will be open to any parent/carer who requests that their child's name is placed on it following an unsuccessful application.
- 8.2. Vacant places under specific specialisms will be offered from the waiting list as and when available (in accordance with the published criteria).
- 7.3. To be entered onto the waiting list for Year 12, students must have met/be predicted to meet the entry criteria.

## **8. Admission of Children Outside Their Normal Age Group**

8.1. Parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

8.2. The process for requesting such an admission is as follows:

- with the application, parents/carers should request that the child is admitted to another year group, stating which one and providing the reasons for that request;
- parents/carers should submit any evidence in support of their case with the application, for instance from a medical practitioner, Principal etc. This could include:
  - information about the young person's academic, social and emotional development;
  - the young person's medical history and the views of a medical professional;
  - whether the young person has previously been educated out of their normal age group;
  - whether the young person may naturally have fallen into a lower age group if it were not for being born prematurely.

8.3. Doncaster UTC will consider each case on its merits, taking into account the individual circumstances of the request and the young person's best interests.

8.4. Parents/carers will be made aware of whether the request for admission out of age group has been agreed before final offers are made. The reason for any refusal will be explained.

8.5. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a young person who

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would 'normally' be a Year 8 or 11 child for a Year 10 or Year 12 place will be considered alongside applications for Year 10 and Year 12.

## 9. Appeals

9.1 All unsuccessful applicants for places at Doncaster UTC have the right of appeal to an independent admission appeals panel. The appeals process will comply with the School Admission Appeals Code. 9.2. Parents/carers will be provided with information about how to appeal in the letter informing them that the application has been unsuccessful.

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### <sup>i</sup> Looked After Children or Previously Looked After Children

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

<sup>ii</sup> Ordinarily Resident Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list.



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# Admissions Policy for the 2026/2027 Academic Year

Author/Owner (Name and Title)	Executive Leadership Team
Version Number	12
Date Approved/Reviewed	27 <sup>th</sup> February 2025
Date of Next Review	January 2026
Approved By	Full Board of Directors
Policy Category	<b>1 - Academy to implement without amendment</b> 2 – Academy specific appendices (Please indicate in bold) 3 – Academy personalisation required (highlighted)



**Exceed Learning Partnership**  
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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Version	Date	Author	Summary of Updates
V12	February 2025	Trust Board of Directors, CEO, DCEO & Legal	<b>Updated Oversubscription Criteria following Consultation undertaken for Primary, Secondary and Nursery</b> <b>Updated wording following Consultation feedback and review</b> <b>Updated Policy following Legal Guidance and Policy Determination meeting February 2025</b>

## **1. Admission Arrangements for Exceed Learning Partnership Academies**

Exceed Learning Partnership is its own admissions authority; this means that the Trust is responsible for setting its own admissions arrangements. For the purposes of aligning with other local schools and academies, the Trust continues to use Doncaster Local Authority for the co-ordination of all admissions and making offers of places.

## **2. General Statement**

In Doncaster, each academy serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

## **3. Admission Number**

- 3.1 An academy must have an admission number (see appendix 1) for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Where necessary, the Governing Board of each academy consults with the CEO on any proposed changes to the admission number for the academy. (see Appendix 1 for our academies' admission numbers).
- 3.2 Before making a final decision, the CEO along with the Directors Board and the Academy Principal, will consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order. If at any time following the determination of the PAN, a decision is made that the Academy is able to admit above its PAN, it MUST notify the Local authority in good time to allow the Local Authority to deliver its coordination responsibilities effectively.
- 3.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF)<sup>1</sup> under a Coordinated Admission Scheme (CAS).

## **4. Expressing a Preference – Year of Entry**

Applications for admission to an academy's year of entry must be made in accordance with the relevant Coordinated Admissions Scheme. The Admissions Scheme is published on the City of Doncaster Council Website

## **5. Closing Date for Receipt of Parental Preferences**

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.



## 6a. Eligibility for a Place at a School – Secondary Academies Oversubscription Criteria

### **Secondary Academies:** – Hall Cross Academy

This section outlines the criteria used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

If the Secondary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

#### **a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

#### **b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary staff) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

#### **c) Siblings**

Children with a sibling who is attending the school. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

#### **d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website

<https://www.doncaster.gov.uk/services/schools/school-catchment-areas> ) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme.

Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Link Pyramid School**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year. These are as follows: Atlas Academy, Bessacarr Primary, Hatchell Wood Primary, Hawthorn Primary, Lakeside Primary, Willow Primary

**f) Trust Schools**

Children attending one of Exceed Learning Partnership Trust Schools (Hill Top Academy, Edlington Victoria Academy, Carr Lodge Academy, Sandringham Primary School, Sheep Dip Lane Academy, Bentley High Street Primary School, Rosedale Primary School, The Mallard Academy, Willow Primary School) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**g) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

**6b. Eligibility for a Place at a School – Primary Academies Oversubscription Criteria**

**Primary Academies:** Bentley High Street Primary School, Carr Lodge Academy, Edlington Victoria Academy, Hill Top Academy, Rosedale Primary School, Sandringham Primary School, Sheep Dip Lane Academy, The Mallard Academy, Willow Primary School

This section outlines the criteria used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

If the Primary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

**a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and

ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

**b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary staff) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>). For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

## 7. The Offer of a Place at an Academy/School

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day.



## 8. Unsuccessful Applications

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.

## 9. Waiting Lists

- 9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Autumn Term (31<sup>st</sup> December).
- 9.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.
- 9.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list. Details about Doncaster's Fair Access Protocol is available at:  
[www.doncaster.gov.uk/services/schools/school-admissions](http://www.doncaster.gov.uk/services/schools/school-admissions)

## 10. In-Year Transfers

- 10.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the City of Doncaster Council website.
- 10.2 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- 10.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.
- 10.4 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 10.5 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.
- 10.6 Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the Borough.

- 10.7 Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 10.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## 11. Nursery Admissions

- 11.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)
- 11.2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.
- 11.3 **Admission Limit**  
The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;
- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
  - takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.
- 11.4 **Closing and Announcement Dates**  
The closing date for receipt of applications for nursery 6th October 2025. Local Nursery Offer Date is 6th November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.
- 11.5 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.
- 11.6 **Admission to Nursery**  
A child who has attained the age of three years on, or before, 31<sup>st</sup> August will normally be admitted part-time to a nursery class from the start of the following school year.
- 11.7 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

11.8 Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

#### 11.9 Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

#### 11.10 Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

##### a) Looked After Children or all Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

##### b) Children of Staff

Where a member of staff (both teaching and support staff, excluding voluntary staff) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school (excluding nursery). Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>). For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

**11.11 Waiting Lists**

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

11.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

**11.13 Further Information**

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy or the LA as follows: -

**Address:** Admissions and Pupil Services, City of Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU  
**Telephone:** 01302 737274 or 01302 737205  
**email address:** [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

## 12. Deferred Entry for the Admission of Summer Born Children

### **Deferred Entry and Part-Time Attendance in Reception Year**

All children are entitled to a full-time place in Reception starting in the September following their fourth birthday. However, they do not reach compulsory school age (CSA) until one of three prescribed dates after their fifth birthday:

Born on or between	Date the child reaches compulsory school age
1 September and 31 December	Reach CSA on 31st December (following their 5th birthday).
1 January and 31 March	Reach CSA on 31st March (following their 5th birthday).
1 April and 31 August	Reach CSA on 31st August (following their 5th birthday).

Parents have the absolute right to delay their child's school start until they reach CSA. This is known as deferred entry or delayed entry for summer born children (see below). The Academy cannot refuse this request.

If parents choose to defer their child's entry during the school year, the Academy will reserve their place in Reception for up to two terms (until the Easter holiday). However, places cannot be deferred or retained beyond this point.

Parents also have the absolute right to choose part-time attendance until their child reaches CSA. This option can be exercised throughout the school year and may be combined with deferred entry. For example, a child born on February 5 could delay their start until after the Christmas break and then attend part-time until Easter.

Parents wishing to defer entry or opt for part-time attendance should apply for a place as usual. Once they have accepted the offer, they should inform the Academy of their decision, preferably in writing. No explanation is required.

### **Delayed Entry for Summer Born Children**

Children born between 1 April and 31 August (referred to as "summer-born children") reach CSA on 31<sup>st</sup> August following their fifth birthday. As a result, they are not legally required to start school until the September after they turn five, which is one academic year later than when they first become entitled to a full-time Reception place.

Parents of summer born children can defer their child's place for one or two terms and/or opt for part time attendance throughout the school year until they reach compulsory school age, as set out above. However, parents cannot defer their child's place for a full academic year and still retain it. If they wish for their child to start school in the following academic year instead, they must decline the offered place and reapply for admission the next year.

If parents choose to delay their child's admission by one full academic year, the default position is that

the child will enter Year 1 with their normal age group. This means:

- The child will not have attended Reception, missing the early years foundation stage of school.
- Admission to Year 1 is subject to available places, which are often limited, meaning a place cannot be guaranteed.

Parents may request that their summer-born child starts Reception a year later, instead of moving straight into Year 1 with their age group. The process for making this request is outlined below. However, unlike deferred entry or part-time attendance (which are legal entitlements), there is no absolute right to delayed admission to Reception. Each request is considered individually, and the decision rests with the admission authority of the school.

Parents who wish to request delayed admission should submit their request as early as possible, ideally well before application deadlines, to ensure they receive a decision in principle. This allows them to make an informed choice when applying for school places.

### **Requests for Admission Outside Normal Age Group**

Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

For Academies within Exceed Learning Partnership, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Parents are strongly encouraged to submit their requests well in advance of application deadlines to receive a decision in principle, allowing them to make informed choices when applying for admission.

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Principal of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group.

You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday

### 13. Independent Appeals

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the notification that an application was unsuccessful by requesting an appeal form and emailing the following information to [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk)

**Childs Name, Childs Date of Birth, School you wish to appeal for**

### 14. General Information

#### 14.1 False Information

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

#### 14.2 Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### 14.3 Random Allocation

The Random Allocation process will be conducted independently of the Trust and the school. It will be managed by the Local Authority's Admissions Team. Pupils will be randomly assigned a rank number, and the draw will be carried out using a third-party service ([www.Random.org](http://www.Random.org) or equivalent).

#### 14.3 Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Details about Doncaster's Fair Access Protocol is available at [www.doncaster.gov.uk/services/schools/school-admissions](http://www.doncaster.gov.uk/services/schools/school-admissions)

### 15. Explanatory Notes

#### i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school

or academies/schools at the normal point of admission.

## **ii Coordination Admissions Scheme (CAS)**

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

## **iii Looked-After Children or previously Looked-After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

## **iv Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

## **v Specific Circumstances for Refusal**

**An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.**

Policy Agreed: 27<sup>th</sup> February 2025

Signed CEO:



Signed Chair of Directors:



Policy to be reviewed: January 2026



## Appendix 1 Exceed Learning Partnership Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bentley High Street Primary School	60	52
Carr Lodge Academy	60	52
Edlington Victoria Academy	60	52
Hill Top Academy	50	52
Rosedale Primary School	30	39
The Mallard Academy	60	52
Sandringham Primary School	60	52
Sheep Dip Lane Academy	40	52
Willow Primary School	60	0
Hall Cross Academy (Secondary)	310	N/A

## Appendix 2 School Admissions September 2026

Please apply on line <https://www.doncaster.gov.uk/services/schools/school-admissions>

For further information, please contact:

- telephone: 01302 736000
- [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

### Nursery Admissions

6 October 2025                      Closing date for all first-round applications

6 November 2025                  Local Nursery Offer Date

Further applications can be received and considered after the closing date.

### Reception and Junior Admissions

15 January 2026                      Closing date for all applications

16 April 2026                        National Offer Day for Primary school places (notifications sent to parents)

### Secondary Admissions

31 October 2025                      Closing date for secondary applications

2 March 2026                        National Offer Day for secondary school applications (notifications sent to parents)

**Sixth Form Secondary Admissions please refer to Hall Cross Academy**  
<https://hallcrossacademy.co.uk/joining-our-academy/admissions/>

### Appendix 3 Request for Deferred Entry to a Reception Class

#### Request for Deferred Entry to A Reception Class

This form is for parents of summer born children (children born between 1 April to 31 August in any year) seeking approval for their child to be admitted out of their normal age group. If approved, you will be entitled to apply for a place for your child to start a reception class when they reach compulsory school age (ie the term following their fifth birthday).

If you are applying to an Academy, Aided or a school outside of Doncaster you will need to contact the school directly for information on how to make your request. You may use this form.

Child's Forename	Child's Surname	Child's Date of Birth
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<b>Your Address</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">House No./Name</div> <div style="width: 35%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;">Street Name</div> <div style="width: 35%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;">Village</div> <div style="width: 20%;"></div> <div style="width: 40%;">Town</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 40%;">Post Code</div> <div style="width: 60%;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table> </div> </div>									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Male</td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td style="padding: 2px 5px;">Female</td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Male		Female	
Male													
Female													

  

Phone Number	Email Address
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Parent/Guardian's full name:

Name of school(s) to which you are seeking approval to apply outside of the normal age group.

Is your child currently being assessed for an Education Health and Care Plan? YES /NO

Is your child currently in receipt of early years' provision: YES / NO (delete as applicable)

Name of early years' provider: .....

Number of hours attended: .....

Was your child born prematurely? YES / NO (delete as applicable)

If yes, please provide your child's due date: day ..... month ..... Year .....

Are there any other agencies involved with your child ? Please give details below:-

.....  
 .....

Please explain below why you consider deferred admission to a reception class is in your child's best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Signed: ..... Date: .....

I confirm that the information provided on this form is true and accurate.

I have discussed this request with any person who has parental responsibility for the child. I consent to the information contained in this form being shared with the Principal/Headteacher of the school(s) to which my request for deferred entry is made.

Please return your completed form, along with any additional documentation you wish to be considered, to: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) or your academy in the first instance.

### Data Protection

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions, contact City of Doncaster Council's School Admission Team, or your academy in your first instance.



## Admission Arrangements for 2026/27 School Year

- 1 This is the admission arrangements for the 2026/27 school year for Hungerhill School.
- 2 The Admissions Authority for Brighter Futures Learning Partnership Schools is Brighter Futures Learning Partnership Trust who has determined all admissions will be co-ordinated through the local authority co-ordinated admissions arrangements. Following due consultation in accordance with the national Schools Admissions Code, Brighter Futures Learning Partnership Trust has agreed the following admissions policy for Hungerhill School for the academic year 2026-27. This policy will be reviewed and approved by the Trust every year.

### General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, Hungerhill School becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its pyramid schools.

The pyramid of schools which form part of the pyramid provision are Barnby Dun Academy, Dunsville Primary, Kirk Sandall Junior, Edenthorpe Hall Primary and Canon Popham Primary Schools. Some of these schools also form part of our trust, Brighter Futures Learning Partnership Trust. The Trust members are Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infants, Kirk Sandall Junior and West Road Primary Academy.

The aims of the Trust are to increase the life chances of all young people in the community by working together to provide the best possible learning experiences for children and young people in the partner schools; to address barriers to learning of all kinds; to ensure children and young people in the community are fit and healthy.

It is important that the admission arrangements for Hungerhill School take into account the need to offer a place, as far as possible, to all children who attend one of our pyramid primary schools and where possible our Trust.

## **Admission Number**

- 4 Years 7 and 8 have a year group PAN of **224** and at the end of year 8 there is a pathway for up to 30 students to study at Doncaster UTC.
- 5 Before making a final decision, the Trust considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission to Hungerhill School on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form<sup>i</sup> (CAF) under a Coordinated Admission Scheme<sup>ii</sup> (CAS).

## **Expressing A Preference - Year of Entry**

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

## **Closing Date For Receipt Of Parental Preferences**

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

## **Eligibility For A Place At A School - Oversubscription Criteria**

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion f) being the final tie breaker.

### **a) Looked After Children or Previously Looked After Children<sup>iii</sup>**

### **b) Catchment Area**

Children who are ordinarily resident<sup>iv</sup> in the catchment area of Hungerhill School.

For applications for the year of entry received by the closing date for late applications, a catchment area school will be determined in relation to the address at which the student is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

### **c) Pyramid Partner Schools**

Children attending one of Hungerhill's family pyramid of schools (Barnby Dun Academy, Dunsville Primary, Kirk Sandall Junior, Edenthorpe Hall Primary and Canon Popham Primary Schools) for more than one academic year, and who have, on the closing date for late applications, attended one of these schools continuously for more than one year.

### **d) Trust Schools**

Children attending one of Hungerhill's trust schools (Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infant, Kirk Sandall Junior and West Road Primary Academy) who have, on the closing date for late applications, attended one of these schools continuously for more than one academic year.

### **e) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission. Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

### **f) Proximity**

Children who live nearest to the requested school measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the reception of Hungerhill School.

If two or more students live equidistant from the school, the distance each student lives by road from the preferred school will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## **The Offer of a Place At The School**

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

## **Unsuccessful Applications**

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

## **Waiting Lists**

- 12 Students will be added to the waiting list(s) of schools where they were refused a place and those schools were ranked higher on the CAF than the



place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

- 13 Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

### **In Year Transfers**

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's Common Application Form for In-Year Admission.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply<sup>v</sup>.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Students are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Students are required to start at the school within two weeks of the start date offered and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, students may be admitted under this protocol outside of the normal admission arrangements noted above.

## **Independent Appeals**

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.
- 24 Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the notification that the application was unsuccessful by requesting emailing the following information to [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk)
- Childs Name
  - Childs Date of Birth
  - School you wish to appeal for

## **General Information**

### **False Information**

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

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## **Explanatory Notes**

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### **i Common Application Form (CAF)**

This is a form used in the admission process on which parents express preferences for a school or schools.

### **ii Co-ordinated Admissions Scheme (CAS)**

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

### **iii Looked After Children or Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **iv Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **v Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and this has been agreed by the Authority's School Improvement Review Group.

## **Admission Arrangements for Outwood Academy, Adwick and Outwood Academy, Danum 2026/2027 School Year**

1. Outwood Grange Academies Trusts the Admission Authority for Outwood academies. The admission number for the academies for years 7 to 11 has been determined for 2026/27 as:

Outwood Academy Adwick 210

Outwood Academy Danum 240

### **General Statement**

2. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### **Published Admission Number**

3. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them.

4. Before making a final decision, the Trust consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

5. A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Co-ordinated Admission Scheme (CAS).

### **Expressing A Preference**

6. Applications for admission should be made in accordance with the relevant CAS.

## **Closing Date For Receipt Of Parental Preferences**

7. The closing date for receipt of preferences for the year of entry is 31 October 2025. Late applications for the year of entry are processed after those received by the closing date.

## **Announcement Date for Parental Preferences**

8. For those applications received by the closing date noted in 7 above, emails and letters will be sent to parents on 2 March 2026.

## **Admission Policy 2026/2027**

### **Eligibility For A Place At A School - Oversubscription Criteria**

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children and all previously Looked After Children

b) Catchment Area

Children who are ordinarily resident in the catchment area of the preferred school.

(Details of Catchment Areas are available from the LA at

[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant school, attendance at a linked junior school will be included.

d) Link Schools

Children attending a school which is a linked pyramid school and who have on the closing date for applications, attended that school continuously for more than one calendar year.

e) Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

### **The Offer Of A Place At A School**

10. Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 2 March 2026

### **Waiting Lists**

11. For the year of entry, pupils will be added to the waiting list(s) of schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2026.

12. Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

### **In Year Transfers**

13. Applications for in year transfers are considered in accordance with the LA's CAS.

14. Applications should be made on the LA's TF and submitted to the LA for consideration.

15. A pupil will be deemed eligible for admission if there are sufficient places (see point 21, regarding repeat applications) unless specific circumstances apply. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it

was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

16. Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.

17. Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18. If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19. Pupils are normally admitted to a school at the start of the next new term other than:-  
a. where the Headteacher in consultation with the LA considers that the pupil should be admitted earlier in the circumstances of the case, or;  
b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;  
c. the pupil is not on the roll of a school.

20. Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21. Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.

22. In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

23. If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LA's CAS.

## **Independent Appeals**

24. If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

25. Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## **Explanatory Notes**

### **Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### **Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **Co-ordination/Co-ordinated Schemes (CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **Children who are Looked After Children and all previously Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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



### **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

### **List of Link Schools**

#### **Outwood Academy Adwick**

Owston Park Primary	Carcroft Primary
Adwick Primary	Woodlands Primary
Highfields Primary Academy	Hooton Pagnell All Saints CofE Primary

#### **Outwood Academy Danum**

Kingfisher Primary Academy	Sandringham Primary
Park Primary	Town Field Primary
Intake Primary	Plover Primary

### **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### **Admission of Service Personnel and Crown Servants**

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit

postal address or quartering area address. Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:

Address: Learning Provision Organisation Service (Admissions), Doncaster Council,  
Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)



RIDGEWOOD  
SCHOOL

# **Ridgewood School**

## **Admissions Policy**

### **2026/27**

Revision Number : 10	
Approved by: AGB	Date Approved: February 2025
Last Reviewed: February 2024	Next Review due by: February 2026

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## **1. Context**

**1.1** Ridgewood School is part of Leger Education Trust (the Trust). The Trust administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places as part of the Doncaster Local Authority process. We will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

**1.2** This policy should be read in conjunction with the Admission Arrangements at DMBC, and the LET Admissions Appeals Policy: <https://www.doncaster.gov.uk/services/schools/admission-arrangements>

**1.3** Parents will apply for places to Ridgewood School as part of the Doncaster Local Authority process. Ridgewood School will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

**1.4** Ridgewood School serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

**1.5** Sixth Form student places will be available through application to Ridgewood School as part of Leger Trust's Post 16 provision. This can be accessed through the Ridgewood School Sixth Form applications page; Ridgewood School - Applications

**1.6** See Sixth Form for more details on applying for a Sixth Form place.

## **2. Making an Application**

**2.1** Applications to the school are made online by following the link below to the Doncaster secondary admissions webpage; Secondary admissions - Doncaster Council

**2.2** The national closing date for secondary school applications for the offer year 2026/27 is 31 October 2025, with 2 March 2026 being the national offer day for secondary school places.

**2.3** Please contact the school directly if further guidance or support is needed.

## **3. Admission Number**

**3.1** The school must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the school in question'. This number is derived from a capacity assessment of the school, taking into account factors such as the school site and buildings and ensuring an acceptable amount of space for each student.

**3.2** Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the Local Authority and has set an admission number of 240.

#### **4. Parental Preference**

**4.1** The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's CAS. Late applications are processed in accordance with the relevant CAS.

#### **5. Eligibility for Admission – Oversubscription Criteria**

**5.1** Where the number of applications exceeds the number of available places the following criteria will be applied (in order of priority). Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion e being the final breaker.:

- Looked After Children or Previously Looked-After Children
- The children of parents who are ordinarily resident in the catchment area of Ridgewood School
- Siblings
- Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission
- Other children whose nearest school is Ridgewood School.

**5.2** Please note, where a child with a statement of special educational needs (SEN) or Education, Health and Care plan (EHC) names the school, a place will be offered.

#### **6. Independent Appeals**

**6.1** If a place is not offered at Ridgewood School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on your decision letter i.e., all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team at DMBC. To request an appeal form for a Doncaster school email [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk) with the following:

- Child's Name
- Child's Date of Birth
- School you wish to appeal for

Alternatively, please leave the above details along with your home address on the DMBC Admissions voicemail service – 01302 737274.

**6.2** A guidance document and a link to an online appeal form will be emailed to you with a form for you to complete and submit.

**6.3** Please see DMBC Appeals Guidance for further information: [Admission appeals - City of Doncaster Council](#)

#### **7. Waiting list**

**7.1** Students will be added to the waiting list of Ridgewood School if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

**7.2** Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## **8. In Year Transfers**

**8.1** Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.

**8.2** Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

**8.3** A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

**8.4** Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

**8.5** Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

**8.6** If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

**8.7** Students are normally admitted to the school at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g., movement into the borough.

**8.8** Students are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

**8.9** Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

**8.10** In accordance with DfE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **9. False Information**

**9.1** Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, for example giving a false address. 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.

## **10. Multiple Addresses**

**10.1** Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.



## **Appendix A – Explanation of Terms**

### **Catchment Area**

The associated catchment area is defined by the Ridgewood Pyramid of schools (Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary, Scawsby Saltersgate Junior)

### **Common Application Form (CAF)**

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

### **Co-ordination/Co-ordinated Schemes (CAS)**

The Local Authority will co-ordinate the admission arrangements for residents within their area whereby parents will submit a CAF or TF (Common Transfer Form) to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **Looked After Children or Previously Looked After Children**

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, or ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

### **Offer Year**

The school year immediately preceding the school year in which students are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

### **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.



## **Tie Breaker**

Distance from Ridgewood School will operate as the final tie break should Ridgewood School be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Ridgewood School measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Ridgewood School.

If two or more students live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.



# **Admissions Policy 2026-27**

## **Introduction**

The Rossington All Saints Academy, is situated in the Diocese of Sheffield and is sponsored by the Delta Academies Trust in partnership with the Diocese of Sheffield and Doncaster Local Authority.

The academy provides a distinctively Christian education for children aged 11 to 16 years and primarily serves the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington.

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

Rossington All Saints Academy is a Delta Academies Trust in which the Governing Body is the Admission Authority and responsible for admissions.

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

The admission number for 2026-2027 is **180** and children will be admitted during the Autumn term prior to their 12th birthday.

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

## **Making an Application**

Applications are made online.

To support your application to The Rossington All Saints Academy, you may need to complete the Supplementary Information Form. This is not an application form for admission to academy but will be used by the academy when applying the admissions criteria.

The online form should be submitted by 31 October. The Supplementary Information Form (if applicable) should be sent directly to the school.

## **Criteria For Admission**

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

## Oversubscription Criteria

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

1. Looked after Children or all Previously Looked After Children
2. The children of parents/carers who are resident within the catchment area of the Rossington pyramid primary school which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington.
3. The children of parents/carers who are resident outside of the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington and whose:-
  - a. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael's or St Luke's and will have an elder brother or sister in the academy at the anticipated time of admission.
  - b. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael's or St Luke's.
  - c. Parents/carers and/or child/children regularly and frequently attend another Church of England church and will have an elder brother or sister in academy at the anticipated time of admission.
  - d. Parents/carers and/or children/children regularly and frequently attend another Church of England Church.
  - e. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in "Churches Together in England" and will have an elder brother or sister\* in academy at the anticipated time of admission.
  - f. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in "Churches Together in England."
  - g. Parents/carers of Other Faiths with an existing child in academy at the anticipated time of admission.
  - h. Parents/carers of Other Faiths who wish their child to attend this Church of England Aided Academy.
  - i. Parents/carers with an existing child in academy at the anticipated time of admission.
  - j. Parents/carers who wish their child to attend this Church of England Aided Academy.
4. All other Children.

## **Tie Breaker**

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.

## **Definitions**

### **Children who are Looked After Children and all previously Looked After Children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

### **Definition 1 - Brother/Sister (Sibling)**

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

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

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

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

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

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

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

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

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

Member churches:

Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Ichthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Redeemed Christian Church of God, Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church

#### **Definition 5 - Place of Residence**

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

#### **Late Applications**

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

#### **Waiting List**

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

A vacancy only arises when the number of offers to the academy fall below the admission number. The waiting list will be established on the offer day.

The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

Following the offer day, should an application be received for the academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the academy, they will be placed on the list, above those with a lower priority.

The waiting list will be held until the end of the autumn term in the year of entry.

#### **False Information**

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.

Where a child starts attending the academy on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the academy.

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

**Applications outside of the normal admissions round**

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

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

If a place is not offered at the Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.

Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 10 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office,  
Waterdale, Doncaster, DN1 3BU

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

<b>Document Title</b>	<b>Admissions Arrangements for Entry to School 2026/27</b>	
<b>Author/Owner (Name and Title)</b>	Executive Director	
<b>Version Number</b>	V1	
<b>Date Approved</b>	3 <sup>rd</sup> February 2025	
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<b>Policy Category</b>  (Please Indicate)	<b>1</b>	Trust/Academies to use without amendment
	<b>2</b>	Academy specific appendices
	<b>3</b>	<b>Academy personalisation required (in highlighted fields)</b>

# Admissions Arrangements for Entry to School in Year 7 in 2026/27

**Name of School: Sir Thomas Wharton Academy**

## THIS POLICY AIMS TO:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

## LEGISLATION AND STATUTORY REQUIREMENTS:

An overview of the legal requirements around Admission to Secondary School is provided on the Academy website for additional information for parents/carers.

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

- School Admissions Code
- School Admission Appeals Code

As an Academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreement and articles of association.

## INTRODUCTION

As the school is an academy status school, the **Maltby Learning Trust** is the Admissions Authority and has the responsibility to set admissions arrangements for the school in compliance with the School Admissions Code 2021.

The below sets out the admissions arrangements for entry to Year 7 in September 2026 and includes the oversubscription criteria that will be applied in the event that there are more applications than places available.

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on 31st October 2025, live closest to the school measured in a straight line on a horizontal plane (commonly known as a measurement, "as the crow flies"). Distance measurements are calculated (by the Local Authority 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 tie breaker, 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 representative of the Local Authority independent of the School Admissions Team.

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.

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Secondary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a



potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

## CATCHMENT AREA

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at:

[School catchment areas - City of Doncaster Council](#)

**For our schools catchment areas list of streets** – Please see the school website 'Admissions' section for the most up to date list of streets that make up our catchment area.

## APPLICATIONS

Parents/carers should submit their secondary school application by the National closing date of **31<sup>st</sup> October 2025** to ensure their application is considered as an on time application in the first round of school offers.

[School admissions - City of Doncaster Council](#)

**The Published Admission Number (PAN) for entry to Year 7 for the 2026/27 Academic Year is:**

**Sir Thomas Wharton Academy                      210**

In the event that there are more applications than places available, the following oversubscription criteria will be applied:

### **Admissions Criteria**

#### **A) Children with Special Educational Needs:**

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

#### **B) For all other applications places will be allocated in the following order of priority:**

1. Looked After Children and previously Looked After Children (see note (a) below for the full definition).

2. Children who, on 31st October 2025, live in the catchment area of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2025 (see notes (b), (c) and (d) below)
3. Children who, on 31st October 2025, live in the catchment area of this school as defined by the Admission Authority (see note (b) below)
4. Children who, on 31st October 2025, it is expected will have an older sibling on the roll of this school in Years 8-11 at the start of the academic year 2026 (see notes (c) and (d) below)
5. Children who, on 31st October 2025, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools (feeder schools) as identified by the Admissions Authority. (see note (f) below)
6. Children who, on 31st October 2025, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as a measurement "as the crow flies").

**Please Note:**

In the event of over-subscription (the PAN being reached) within any criterion, preference will be given to children who live nearest to the school 'as the crow flies'.

Distance measurements are calculated (by the Local Authority Admissions Team) using GIS 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. In the event of two distances being equal, lots will be drawn by a representative independent of the admission authority.

## NOTES

- a) A 'relevant Looked After Child' is a child that is looked after by a Local Authority in accordance with Section 22 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 child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- b) Places will be allocated based on your residential address on 31<sup>st</sup> October 2025. Therefore, you must notify the Local Authority 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). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The School / Trust / Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
- 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
- d) Children with an older sibling on the roll of the school who will be in **Years 8-11** for the commencement of the 2026/27 academic year and are on the roll of the school on 31<sup>st</sup> October 2025.
- 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.
- f) **The Associated Primary (Feeder) Schools are:**

**STWA:** Edlington Victoria, Warmsworth Primary, Hill Top, Wadworth Primary, Tickhill Estfeld, Tickhill St. Mary's C of E

## WAITING LISTS

On the National Offer Day of 1<sup>st</sup> March 2026 (or first working day after where the 1<sup>st</sup> falls on a weekend), the Local Authority Admissions Team will establish a waiting list for secondary schools in Rotherham where the number of applications for those schools has exceeded the available places in Year 7.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31<sup>st</sup> December 2026 when it will cease.

The 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.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

## IN-YEAR ADMISSIONS – TRANSFERRING SCHOOL DURING THE SCHOOL YEAR

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for most of the schools in Doncaster. Further information and the relevant application form is available on the Authority website:

[Secondary admissions - City of Doncaster Council](#)

A paper copy of the application form can be requested from the Admissions Team:

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

If you are moving homes, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.
- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1st May onwards for Admission in the following September. Any application for admission in the following

September which is received prior to this date will be considered as having been received on 1st May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body (as the Admissions Authority) by the Local Authority Admissions Team.

It should be noted that it is the Local 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.

## INFORMATION ON APPEALS

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Governing Body / Trustees (as the Admissions Authority) by the Local Authority Admissions Team.

All parents/carers 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 the schools you have applied for.

All independent appeals are organised by an 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 are independent of the Admissions Authority.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made.
- Every parent/carer has the right to attend the independent appeal in order to make their case.
- Parents/carers can be accompanied by a friend or be represented by them.
- Independent appeals are heard in private.
- The decision of the Appeals Panel is binding on both parents and the Admissions Authority.
- Parents/carers will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

## GENERAL INFORMATION ON APPEALS

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

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents/carers will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent/carer 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.

In some cases, parents/carers 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.

Further information is available on the Local Authority website.

## USEFUL CONTACTS

### **ADMISSION ARRANGEMENTS - City of Doncaster Council**

Civic Office

Waterdale

Doncaster

DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

### **LOCAL AUTHORITY APPEALS**

[Admission appeals - City of Doncaster Council](#)

Email: [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk)

***Policy approved by Maltby Learning Trust***



The Hayfield School

📍 The Hayfield School, Hurst Lane,  
Auckley, Doncaster, DN9 3HG  
Headteacher: Lisa Fox  
☎ 01302 770589  
✉ [office@thehayfieldschool.co.uk](mailto:office@thehayfieldschool.co.uk)  
🌐 [www.thehayfieldschool.co.uk](http://www.thehayfieldschool.co.uk)

Policy Title	Admissions Policy 2026/27
Date ratified by Trustees Board	February 2025
Signed by	M Huby Chair of Trustees
Effective date	February 2025
Review frequency	Annual
Review date	February 2026

• Kindness • Decency • Strong Work Ethic •

## **Admission Arrangements 2026/2027 School Year**

**The Hayfield School delegates admissions administration to the Local Authority (LA). Neither the Headteacher nor their representatives are able to determine eligibility for places.**

### **1 General Statement**

In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### **2 Admission Number**

A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, The Hayfield School consults with the LA and has set a Pupil Admission Number (PAN) which is currently **240**.

Before making a final decision, The Hayfield School considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

A child will normally be eligible to a place unless the number of applications for admission exceeds the PAN or they are offered a school which is ranked higher on an Common Application Form (CAF) or Common Transfer Form (CTF) under a Coordinated Admission Scheme (CAS).

### **3 Expressing a Preference**

Applications for admission should be made in accordance with the relevant CAS. Parents/Carers can express up to three choices of schools in rank order of preference. It should be noted that the Local Authority as the delegated Admission Authority for The Hayfield School will consider all preferences equally.

### **4 Closing Date For Receipt Of Parental Preferences**

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.



Late applications for the year of entry are processed in accordance with the relevant CAS.

## **5 Eligibility For A Place At School - Oversubscription Criteria**

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

In accordance with legislation the allocation of places for children with Education, Health and Care Plan (Children and Families Act 2014), naming the school will take place first. We will then allocate remaining places in accordance with this policy.

Preferences for each school will be sorted in the order of the criteria outlined below. Each of the remaining criteria are applied in order of priority as tie breakers, with criterion f) being the final tie breaker.

### **a) Looked After Children or all Previously Looked After Children**

#### **b) Catchment Area**

Children who are ordinarily resident within the formal catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. The child needs to reside at the address which is on the application form by the closing date of 31 October.

#### **c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

#### **d) Children of Staff:**

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

#### **e) Pyramid Schools**

Children not resident in the formal catchment but who attend a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

#### **f) Proximity**

Children who live nearest to the requested school measured in a straight line from the midpoint of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by random allocation.

In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will consider both places of residence.

Measurements will be made using a computerised programme.

### **7 The Offer Of A Place At A School**

Decisions will be sent to parents in accordance with the Authority's CAS.

### **8 Unsuccessful Applications**

Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal. Please see the LA website for more details.

### **9 Waiting Lists**

Pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in the criteria order given above by the local authority.

Places will only be allocated from the waiting list when the number of pupils falls below the pupil Admission Number (PAN) of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list.

### **10 In Year Transfers**

A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual school. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the City of Doncaster Council website.

A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the school will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

In accordance with DfE (Department for Education) requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements pupils may be admitted under the In-Year Fair Access Protocol (IYFAP) outside of the normal admission arrangements noted above.

## **11 Allocation Of Places**

If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LA's CAS.

## **12 Independent Appeals**

If a place is not offered at the school, parents (on behalf of the pupil) have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, City of Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

## 13 General Information

### False Information

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

### Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### Further Information

More detailed information about the admission process is available in the Admission To School Booklets, from the local authority.

Telephone: 01302 737262

Address: Admissions and Pupil Services, Civic Building, Doncaster DN1 3BU

Email address: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Website: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

## 14 Explanatory Notes

### a) Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

### b) Common Transfer Form (CTF)

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### c) Coordination/Coordinated Schemes (CAS)

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit a CAF or CTF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### d) Looked After Children or all Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

**e) Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. The ordinary residence should be the address on the AF on the date of application, which subsequent decisions will be based upon. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**f) List of Pyramid Schools**

The formal catchment area of the school which is defined as the existing collective LA catchment areas of the Pyramid schools (Auckley Junior and Infant; Bawtry Mayflower Primary; St. Oswald's Church of England Academy Finningley; Hayfield Lane Primary; and Branton St Wilfrid's Church of England Primary) and includes: Bawtry, Austerfield, Finningley, Blaxton, Auckley, Branton and Old Cantley.

**g) Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

# **Admission Arrangements for The Laurel Academy**

## **2026/2027 School Year**

- 1 Delta Academies Trust is the Admission Authority for the school. Unless delegated to the Local Authority (LA), only the Trust and its delegated bodies are able to decide who is eligible for a place at the school. Neither the Headteacher or other individuals are able to determine eligibility for places

### **General Statement**

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

### **Admission Number**

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **224**.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### **Expressing A Preference**

- 6 Applications for admission should be made in accordance with the relevant CAS.

### **Closing Date For Receipt Of Parental Preferences**

- 7 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## **Eligibility For A Place At School - Oversubscription Criteria**

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children<sup>iv</sup>**

**b) Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant coordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission.

Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

**d) Link Schools<sup>vi</sup>**

Children attending a school which is a linked pyramid school and who have on the closing date for applications, attended that school continuously for more than one calendar year.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid point of the pupil's place of ordinary residence<sup>v</sup>, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## **The Offer Of A Place At A School**

- 10 Decisions will be sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 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 to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.



- 22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school in accordance with the LA's CAS.

### **Independent Appeals**

- 24 If a place is not offered at the school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 25 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

#### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

### **Explanatory Notes**

#### **i Common Application Form (AF)**

This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

#### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### **iii Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

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iv **Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

v **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi **List of Link Schools**

New Pastures Primary Schools	Montagu Academy
Highwoods Academy	Mexborough St John the Baptist C of E Primary School
Windhill Primary School	

vii **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

# THE McAULEY CATHOLIC HIGH SCHOOL ADMISSION POLICY 2026-27

**THE McAULEY CATHOLIC HIGH SCHOOL** was founded to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always 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 admission 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 **240** pupils to year 7 in the school year which begins in September 2026.

## **Pupils with an Education, Health and Care Plan (see note 1)**

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**

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority: Note – in every category siblings are given higher priority***

1. Catholic looked after and previously looked after children. (notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely, Our Lady's, Armthorpe • St Francis Xavier, Balby • Our Lady's, Bentley • St. Peter's, Doncaster • St. Mary's, Edlington • St. Patrick's, Harworth • St. Joseph's, Retford • St. Joseph's, Rossington • Holy Family, Stainforth • Our Lady of Mount Carmel, Wheatley Hills • St Joseph's & St Theresa's, Woodlands
3. Other Catholic children (i.e. those attending non-Catholic Schools or Catholic Schools in another area).
4. Other looked after and previously looked after children. (note 2)
5. Catechumens and members of an Eastern Christian Church. (notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. 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 be most appropriately met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a 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.
- (iii) Children who attend a Feeder Catholic primary school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above”

## **Tie Break**

### **Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete a Common Application Form [(excluding admission to year 12)]<sup>2</sup> available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to The McAuley Catholic High School c/o Admissions Clerk by December 31<sup>st</sup>.

You will be advised of the outcome of your application on 1<sup>st</sup> March 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 or 6, 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 31<sup>st</sup> October 2025.**

### **Late Applications<sup>3</sup>**

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

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

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Admissions Clerk, [McAuley Catholic High School, Cantley Lane, Doncaster, DN3 3QF](#)) at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

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

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

### **In-Year Applications**

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

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

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

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

### **Fair Access Protocol**

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

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the 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. Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

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

4. For the purposes of this admission policy, attendance at a feeder primary school includes those Catholics who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "children of other Christian denominations" 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.

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

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

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

9. ‘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 for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

10. 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.

11. 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.

## **Appeals**

Appeals against the Governing Body’s decision to refuse an admission If a place is not available, parents have the right of appeal. An Independent appeals Panel formed in accordance with the DFE Admission Appeal Code will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants. Normally, appeal hearings will be held within 30 school days of the appeal being lodged. If a place is not available parents will be informed within one week of their right to appeal.

**Signed** \_\_\_\_\_ **Chair of Governing Body**

**Date** \_\_\_\_\_

**Review date**





**TRINITY ACADEMY**

**ADMISSIONS & APPEALS POLICY**

Reviewed:  
Trustees approved:  
Next review:

## **Admission arrangements approved by Secretary of State**

1. The admission arrangements for Trinity Academy for the year 2026-2027 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Academy has an agreed admission number of **232** students in Year 7 and 224 students in Years 8-11, and 350 students in Years 12 and 13 combined. Trinity Academy will accordingly admit at least the agreed number of students in the relevant age group each year if sufficient applications are received.
  - b) The Academy may set a higher admission number than its published admission for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult Doncaster LA, other relevant admission authorities and governing bodies. Students will not be admitted above the published admission number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.
  - c) The Academy will exercise no selection policy based on academic ability or aptitude for the specialism.
2. Trinity Academy will use the following timetable for applications each year (exact dates within months may vary from year to year):
  - a) September: The Academy will publish in its prospectus information about the arrangements for admission the following September, including over subscription criteria, (e.g. in September 2025 for intake September 2026). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which the Doncaster Common Application Form (CAF) must be returned to the LA. Trinity Academy will also provide information to the LEA for inclusion in the composite prospectus, as required.
  - b) September: The Academy will hold its open evening for Year 6.
  - c) 31st October: Closing date for application forms (Common Application Form to be received by Doncaster LA and Trinity Application Form).
  - d) December to February: Applications are considered in consultation with Doncaster LEA and any other admissions authorities in relation to general strategic planning for admissions.
  - e) 1st March: Offers of places notified in writing to parents.
  - f) May to June: Independent appeals.

This timetable seeks to harmonise arrangements with those of the Doncaster LA and as developed within the Admission Forum for Doncaster. In this way, it is intended to secure a coordinated approach to admission for parents and students.

## **Consideration of applications**

1. Trinity Academy will consider all applications for places where fewer than 232 applications are received. The Academy will offer places to all those who have applied.
2. Notwithstanding clause 1 above, Trinity Academy may refuse admission to applicants in cases where fewer than the published admission number have applied. In line with 3.8 of the Schools Admissions Code - These are applicants who have been permanently excluded from two or more schools and the

ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reach compulsory school age do not count for this purpose. Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.10 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct Trinity Academy to admit such a student and that direction shall be binding.

### **Procedures where the Academy is oversubscribed**

1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out:
  1. Looked after children - A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
  2. Those students permanently resident in the Academy catchment area who express a preference (see catchment area). Where a child lives at more than one address, the main address will be deemed to be that of the parent receiving the Child Benefit payment.
  3. Children with a sibling attending the school at the time of application - Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
  4. Distance from the Academy - priority for admission is given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as the crow flies from the main entrance of the child's home to the main entrance of the school as specified by the local authority's GIS.
2. Notwithstanding the provisions of paragraphs 1, the Secretary of State may direct Trinity Academy to admit a named student on application from a Local Authority. The Secretary of State shall in such circumstances consult with Trinity Academy before making such a direction and have regard to its comments.

### **Catchment area**

The Academy catchment area will include the following primary schools:

- Thorne Brooke Primary
- Thorne Green Top Primary
- Thorne King Edward Primary
- Thorne Moorends Marshland Primary
- Thorne Moorends West Road Primary

Detailed listings of the streets within the catchment area are available in the event of difficulty in defining eligibility. Should you require further details, please contact Doncaster Council.

The catchment area for post-16 students has been extended to students who live within a reasonable daily travelling distance from the Academy.

## **Operation of waiting lists**

1. Where in any year Trinity Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy, and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.
2. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria found in Paragraph 1 of the **Procedures where the Academy is oversubscribed section above**. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
3. Children applying to go into other year groups will be admitted if there are places available. Parents refused a place in other year groups, including Sixth Form, also have a statutory right of appeal.

## **Arrangements for the admissions appeal panel**

Parents will have the right of appeal to an independent Admissions Appeal Panel if they are dissatisfied with an admission decision of Trinity Academy. The panel set up by the Local Authority Admissions team in accordance with the relevant Admission Appeal Code for such appeals will hear all the cases submitted in writing by parents to the Local Authority. Any such appeal will be processed in accordance with the requirements of the same code.

## **Arrangements for admission to post-16 provision - where appropriate**

Admissions to Sixth Form will be made based on students meeting the academic requirements set down from time to time in relation to precise course selections. External students will be admitted to the Sixth Form. The academic requirements for individual courses will be set out in the published admissions arrangements each year.

Year 11 students in the Academy will be interviewed regarding their intentions for a possible Sixth Form place during Year 11. Formal application and registration will follow the publication of examination results in the summer. External applicants will be able to visit the academy and apply by arrangement.

## **Policy and procedure for selection to Sixth Form (Years 12-13)**

### **Policy**

1. There is no catchment area/admission zone restriction, but the Academy must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in Academy life and studies.
2. Applicants' performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form course.
3. The DfE has determined that funding for entry into Year 12 is limited to 220 students (subject by annual review) and preference will always be given to students who have completed their Year 11 in Trinity Academy.
4. The Principal, must be satisfied that each successful applicant is sufficiently motivated to succeed within the ethos of the Academy. This determination must also be reflected in the support demonstrated by his/her parents(s) or guardian(s) to each and all these factors.

5. Those refused a place have a statutory right of appeal.

### **Procedure**

Internal applicants will give early indication of their desire to enter the Sixth Form in Year 11. External applicants are also invited to apply, usually in Year 11, but can only be offered places conditional upon spaces being available after existing students have been catered for. Confirmation of acceptance will only be made, therefore, once GCSE results are known and existing students' applications have been processed.

A variety of information events will be held during the year, including a Year 11 to Year 12 pathways evening for Trinity students and informal visits at other times can be arranged by appointment. There will also be an open evening for students coming from outside the Academy, (date to be announced). The academic requirements for individual courses will be set out in the published admissions arrangements each year and these details will be made available for those wishing to consider a place in Year 12 (September 2026) during the academic year 2026-2027

### ***Children who are Looked After Children and all previously Looked After Children***

*A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).*

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

# Admission arrangements

**XP East** for the **2026/27** school year

## Introductory statement

**XP East** is a secondary mainstream 11-19 academy in Lakeside, Doncaster, and is a member of [XP SCHOOL TRUST](#).

The school offers an academically rigorous curriculum with deep, visceral learning experiences. There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity. We provide an authentically tough and rewarding education for everyone.

Our class sizes are the **specific size of 25** to enable us to deliver our unique curriculum based on Expeditionary Learning practices including pastoral 'crews' of 12 or 13 students. The specific size of our school is published on our website, our admissions policy and is widely publicised in marketing literature issued by the school. Our class sizes and crews are deliberately sized to ensure that we are able to deliver our highly personalised curriculum and assessment strategies.

We hold high expectations for all our stakeholders. Students are expected to be on a pathway to be able to go to university if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

The school acts fully in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as they apply to academies.

## Published Admission number (PAN)

The school has an admission number of **50** for **Year 7**. It will admit this number of pupils if there are sufficient applications. If fewer than **50** applications are received, all applicants will be offered a place.

## Application process

The school is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority Secondary Admissions Booklet.

Inaccurate or false information on the form could result in the place being withdrawn.

We engage with the local authority's Fair Access Protocol.

## Application process for places in the sixth form

The admissions authority will process applications for the sixth form. The application form can be obtained from [www.xptrust.org](http://www.xptrust.org). Dates for application and results are published on the website.

## Fair Banding Assessment

Children who wish to apply for a place at the school **must** take a fair banding assessment to be considered for admission.

Banding will be applied to all applicants including looked after children, previously looked after children and children with an Education, Health and Care plan. All children with an Education, Health and Care plan that names the school will be admitted.

The Fair Banding Assessment is a cognitive ability, multiple choice assessment. **There is no pass or fail mark.**

Details of when banding assessments will take place will be published on our website. Applicants will be placed in one of **5** bands based on their assessment score. The children with the highest score will be placed in band **1** and the children with the lowest score will be placed in band **5** and so on.

The bands will correspond with **the local ability range in Doncaster.**

The school will apply the oversubscription criteria to determine which applicants to admit from each band. Applicants who did not take the fair banding assessment will be considered **after** other applicants. If the school is undersubscribed all applicants will be admitted.

We will place pupils into 5 bands so that each band represents the local ability range in our catchment area. Children whose assessment scores are in the top 20% of the local ability range would be placed into Band 1, then the following bands would be filled in the same way. The academy trust will apply the oversubscription criteria to admit 10 pupils from each band to reach our admission number of 50.

## Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children
2. **5** places (**10%** of our PAN of **50**) will be allocated to children who have demonstrated an aptitude in **Visual Arts**. Parents should indicate on the application form that they wish their child to be considered for one of these places. Dates for the aptitude tests will be published on the school website and parents will be informed of the result of the test before the closing date for applications which will be published on the school website. Details of the test are set out at the end of this policy.
3. Siblings of pupils attending the school at the time the application is received.
4. Children of staff who have been recruited to fill a skill shortage
5. Children living within the designated catchment area of the school identified by random allocation.
6. Children living outside the designated catchment area of the school identified by random allocation.

## **Tie-break**

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. The admissions authority will conduct the random allocation.

## **Arrangements for admission to the sixth form**

There are no academic entry criteria for the sixth form. Students without at least a GCSE grade 4 in English and Maths will be required to continue studying those subjects until they achieve at least a grade 4 in each. The academy trust will apply the oversubscription criteria to determine who is admitted.

Where there are more students who meet the above criteria than there are places available, the academy trust will apply the oversubscription criteria to determine who is admitted.

## **Admission of children outside their normal age group**

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.



## Waiting list

The academy trust will maintain a waiting list for Year 7 until the eligible timespan of the school placement. It is open to any parent to ask for their child's name to be placed on the waiting list. The child will be placed in the appropriate band on the waiting list. In-year applicants will take a fair banding assessment when they apply and be placed in the appropriate band on the waiting list.

Where a place becomes available, it will be allocated to a child from the appropriate band. For example, if a child from band 2 leaves the school, the oversubscription criteria will be applied to band 2 on the waiting list to determine which child will be offered a place. The only exception will be where there is a looked after or previously looked after child on the waiting list. They will be given highest priority for admission without reference to the bands.

## Appeals

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact the admissions authority through [www.xptrust.org](http://www.xptrust.org) within 20 school days from the date of notification that their application was unsuccessful, for information on how to appeal. The appeals timetable is on [www.xptrust.org](http://www.xptrust.org).

## Aptitude Test

The aptitude test will be clear, objective, and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race, or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.

The admission authority will ensure that tests for aptitude are designed to test only for aptitude in the subject concerned, and not for ability. They will also ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments for disabled pupils required under equalities legislation

They will take all reasonable steps to inform parents of the outcome of aptitude tests before the closing date for secondary applications on 31 October so as to allow parents time to make an informed choice of school - while making clear that this does not equate to a guarantee of a place.

## Notes

### Looked after children

Children in the care of a local authority as set out in Section 22 of the Children Act 1989.

## Previously looked after children

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## Siblings

A sibling is:

- a natural brother or sister, or half brother or sister
- a legally adopted brother or sister, or half-brother or sister
- a stepbrother or sister
- other child living in the same household as part of the same family

where they are living at the same address as the applicant on the date of the application.

## Home address

A child's home is the place where they normally live. Where a child's parents do not live together and the child spends part of the week with each parent, their home address will be the address at which they spend most nights from Sunday to Thursday during term time.

## Catchment area

The catchment area is defined as the postcode areas:

- DN1
- DN2
- DN3
- DN4
- DN5
- DN6
- DN7
- DN8
- DN9 3\_\_
- DN10 6\_\_
- DN11 0\_\_ & DN11 9\_\_
- DN12
- DN14 9A\_ & DN14 9B\_
- S64 9\_\_ & S64 0\_\_

# Admission arrangements

**XP School** for the **2026/27** school year

## Introductory statement

**XP School** is a secondary mainstream 11-16 academy in Lakeside, Doncaster, and is a member of [XP SCHOOL TRUST](#).

The school offers an academically rigorous curriculum with deep, visceral learning experiences. There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity. We provide an authentically tough and rewarding education for everyone.

Our class sizes are the **specific size of 25** to enable us to deliver our unique curriculum based on Expeditionary Learning practices including pastoral 'crews' of 12 or 13 students. The specific size of our school is published on our website, our admissions policy and is widely publicised in marketing literature issued by the school. Our class sizes and crews are deliberately sized to ensure that we are able to deliver our highly personalised curriculum and assessment strategies.

We hold high expectations for all our stakeholders. Students are expected to be on a pathway to be able to go to university if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

The school acts fully in accordance with the School Admissions Code, the School Admissions Appeals Code and admissions law as they apply to academies.

## Published Admission number (PAN)

The school has an admission number of **50** for **Year 7**. It will admit this number of pupils if there are sufficient applications. If fewer than **50** applications are received, all applicants will be offered a place.

## Application process

The school is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority Secondary Admissions Booklet.

Inaccurate or false information on the form could result in the place being withdrawn.

We engage with the local authority's Fair Access Protocol.

## Fair Banding Assessment

Children who wish to apply for a place at the school **must** take a fair banding assessment to be considered for admission.

Banding will be applied to all applicants including looked after children, previously looked after children and children with an Education, Health and Care plan. All children with an Education, Health and Care plan that names the school will be admitted.

The Fair Banding Assessment is a cognitive ability, multiple choice assessment. **There is no pass or fail mark.**

Details of when banding assessments will take place will be published on our website. Applicants will be placed in one of **5** bands based on their assessment score. The children with the highest score will be placed in band **1** and the children with the lowest score will be placed in band **5** and so on.

The bands will correspond with **the local ability range in Doncaster.**

The school will apply the oversubscription criteria to determine which applicants to admit from each band. Applicants who did not take the fair banding assessment will be considered **after** other applicants. If the school is undersubscribed all applicants will be admitted.

We will place pupils into 5 bands so that each band represents the local ability range in our catchment area. Children whose assessment scores are in the top 20% of the local ability range would be placed into Band 1, then the following bands would be filled in the same way. The academy trust will apply the oversubscription criteria to admit 10 pupils from each band to reach our admission number of 50.

## Oversubscription criteria

The academy trust will admit any pupil with an Education, Health and Care plan which names the school. Priority will then be given to children who meet the criteria set out below, in order.

1. Looked after children and previously looked after children
2. **5** places (**10%** of our PAN of **50**) will be allocated to children who have demonstrated an aptitude in **Music**. Parents should indicate on the application form that they wish their child to be considered for one of these places. Dates for

the aptitude tests will be published on the school website and parents will be informed of the result of the test before the closing date for applications which will be published on the school website. Details of the test are set out at the end of this policy.

3. Siblings of pupils attending the school at the time the application is received.
4. Children of staff who have been recruited to fill a skill shortage
5. Children living within the designated catchment area of the school identified by random allocation.
6. Children living outside the designated catchment area of the school identified by random allocation.

## **Tie-break**

If a tie-break is necessary, random allocation will be used to determine which child will be offered a place. The admissions authority will conduct the random allocation.

## **Admission of children outside their normal age group**

Parents may request their child is admitted outside their normal age group. Parents who wish to do so should include a request with their application, specifying the year group to which they wish their child to be admitted and why they believe it would be in their best interests. The academy trust will make a decision on the basis of the circumstances of the case and in the child's best interests, taking into account the views of the headteacher and any information provided by the parent.

## **Waiting list**

The academy trust will maintain a waiting list for Year 7 until the eligible timespan of the school placement. It is open to any parent to ask for their child's name to be placed on the waiting list. The child will be placed in the appropriate band on the waiting list. In-year applicants will take a fair banding assessment when they apply and be placed in the appropriate band on the waiting list.

Where a place becomes available, it will be allocated to a child from the appropriate band. For example, if a child from band 2 leaves the school, the oversubscription criteria will be applied to band 2 on the waiting list to determine which child will be offered a place. The only exception will be where there is a looked after or previously looked after child on the waiting list. They will be given highest priority for admission without reference to the bands.

## **Appeals**

Applicants who are refused a place at the school will be able to appeal to an independent appeal panel. Contact the admissions authority through

[www.xptrust.org](http://www.xptrust.org) within 20 school days from the date of notification that their application was unsuccessful, for information on how to appeal. The appeals timetable is on [www.xptrust.org](http://www.xptrust.org).

## **Aptitude Test**

The aptitude test will be clear, objective, and give an accurate reflection of the child's ability or aptitude, irrespective of sex, race, or disability. It is for the admission authority to decide the content of the test, providing that the test is a true test of aptitude or ability.

The admission authority will ensure that tests for aptitude are designed to test only for aptitude in the subject concerned, and not for ability. They will also ensure that tests are accessible to children with special educational needs and disabilities, having regard to the reasonable adjustments for disabled pupils required under equalities legislation

They will take all reasonable steps to inform parents of the outcome of aptitude tests before the closing date for secondary applications on 31 October so as to allow parents time to make an informed choice of school - while making clear that this does not equate to a guarantee of a place.

## **Notes**

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