

**Part 2**

**Academies and Church Schools**

**Primary Admission Policies**

**Academies and Voluntary Aided Schools**

**2024/25**

**DIOCESE OF SHEFFIELD**  
**MODEL ADMISSION POLICY FOR 2024/25**  
**ALL SAINTS SCHOOL, HOOTON PAGNELL**

**HEAD TEACHER**    **Laura Carr**

**01977 642054**

## **Introduction**

All Saints School, CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Montgomery Academy Trust.

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

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

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

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

The admission number for 2024/25 is 10 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday.

### However, parents can request

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

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

## **Making an Application**

1. Applications are made on the **Common Application Form**

2. To support your application to All Saints School CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15 January 2024 along with the **Supplementary Information Form** (if applicable)
4. Decisions will be announced on 16<sup>th</sup> April 2024.

### Criteria for Admission

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

### Oversubscription Criteria

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

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

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front

door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

#### Tie Break

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

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

#### **In Year Transfers**

In Year Transfers will be dealt with by the admissions committee for our school.

#### **Definitions**

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

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

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

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

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

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

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

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

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

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

Please refer to the website for an up to date list

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

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 6 – Children of Staff at School**

Children of staff

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

### **Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer who has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

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

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

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

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

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

Diocese of Sheffield

Admissions Policy 2024/25

Revised October xx



# Admissions Policy 2024-25

## **Applies to:**

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

## General Statement

In Doncaster, each academy or 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 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.

## Admission Number

An academy/school 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 school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, 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/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees 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.

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) under a Coordinated Admissions Scheme (CAS).

## Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

## 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.

## Eligibility for a Place at a 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.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are 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 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 admission 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.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.



For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil 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.

#### D Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### E Proximity

Children who live nearest to the requested academy/school, measured in a straight line from the centre point of the child's ordinary place of residencies to the entrance nearest to the reception point of the academy/school.

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

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

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

#### Unsuccessful Applications

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

#### Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools 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.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/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 written confirmation of the vacancy is received.

#### In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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.

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 agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/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.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the

academy's/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.

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.

### Nursery Admissions

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)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

### 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.

### Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 2 October 2023. Decisions are posted to parents on 6 November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.

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.

#### Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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.

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.

#### 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;

Children born in the Autumn Term may be able to start in the Spring Term.

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.

#### 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:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the

entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

#### 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.

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.

#### Further Information

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

Address: Admissions and Pupil Services, 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)

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

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

#### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)

For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)

For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

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.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, 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.

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 Head Teacher 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.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue

your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, 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 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 admission authority 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

##### 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.

##### 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.

##### 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).

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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

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.

#### 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 Agree September \*\*\*\*

#### Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52





# Admissions Policy 2024-25

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In Doncaster, each academy or 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 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.

## Admission Number

An academy/school 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 school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, 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/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees 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.

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 (AF) under a Coordinated Admission Scheme (CAS).

## Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

## 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.

## Eligibility for a Place at a 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.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are 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 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 admission 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.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil 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.

#### D Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### E Proximity

Children who live nearest to the requested academy/school, measured in a straight line from the centre point of the child's ordinary place of residencies to the entrance nearest to the reception point of the academy/school.

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

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

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

#### Unsuccessful Applications

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

#### Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools 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.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/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 written confirmation of the vacancy is received.

#### In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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.

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 agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/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.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the

academy's/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.

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.

### Nursery Admissions

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)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

### 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.

### Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 2 October 2023. Decisions are posted to parents on 6 November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.

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.

#### Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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.

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.

#### 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;

Children born in the Autumn Term may be able to start in the Spring Term.

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.

#### 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:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the

entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

### 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.

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.

### Further Information

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

Address: Admissions and Pupil Services, 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)

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

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in

January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or

April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part- time basis up to the point of reaching compulsory school age; defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

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.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, 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.

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 Head Teacher 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.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue

your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals



If a place is not offered at a preferred academy/school, 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 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 admission authority 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

##### 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.

##### 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.

##### 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).

#### 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.

#### 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 Agree September \*\*\*\*

#### Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52





## **Admission Arrangements for Askern Littlemoor Infant Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is **60**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup>

### **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.

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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.







## Admission Arrangements for Askern Moss Road Infant Academy 2024/25 School Year

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### 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, 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

- 4 The admission number for the school is **40**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup> **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.

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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.





# Atlas Academy Admissions

## Policy 2024/25

Prospect Place, Hyde Park, Doncaster, DN1 3QP

### Admission Authority

Astrea Academy Trust is the admission authority for the school.

### Admission Numbers

The school has an admission number of **60** for entry in Reception.

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

### Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.



- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

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#### **<sup>1</sup> Children who are Looked After Children and 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).

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### 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.

### Notes

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

**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.

**Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their

oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

### **Late applications**

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

### **Deferred entry for infants**

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

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

### **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

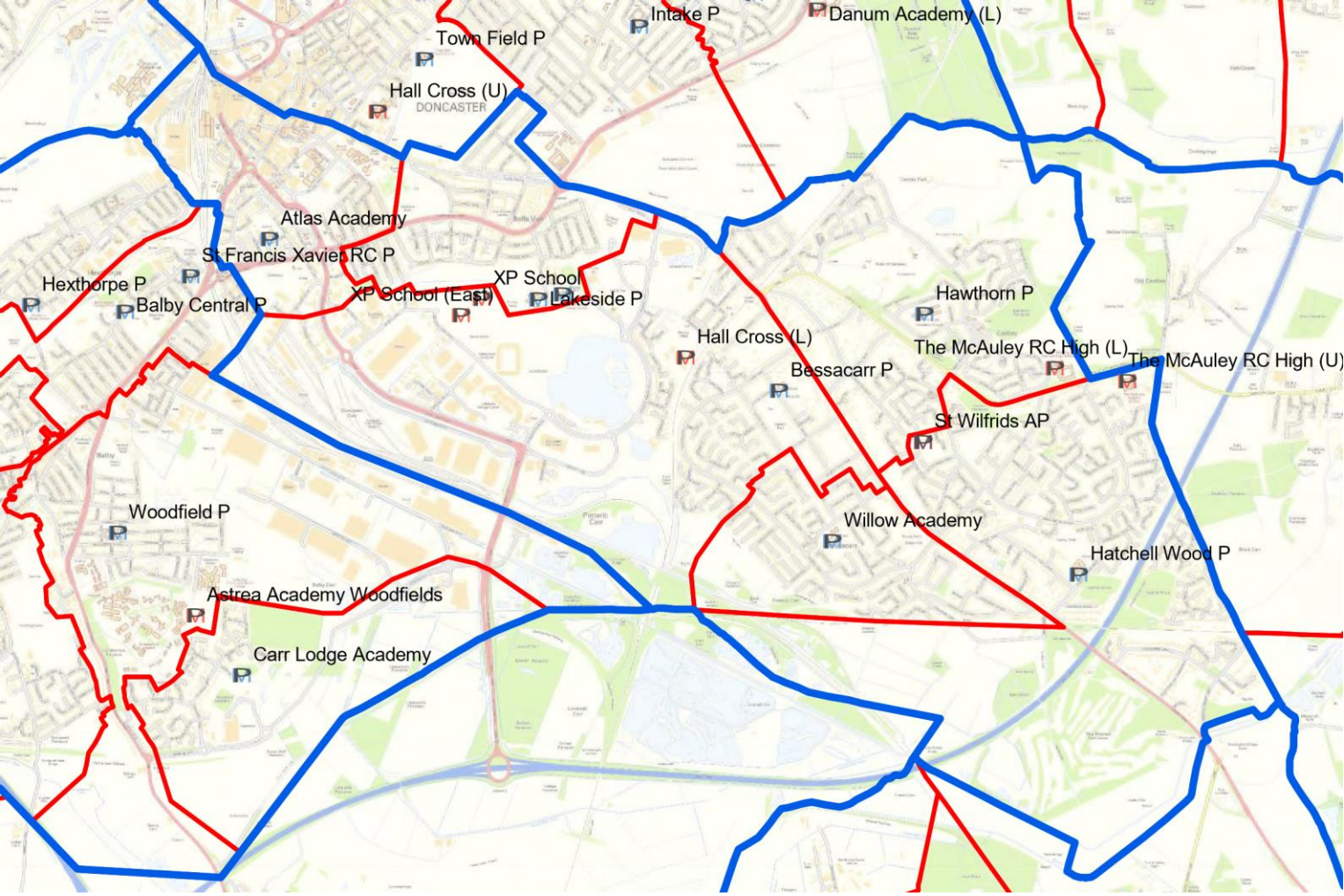
### **Waiting lists**

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

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

### **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.







## **Admission Arrangements for Auckley School 2024/25 School Year**

- 1 These are the admission arrangements for the school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 30. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

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

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

### **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).

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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, or the Local Authority's In Year Fair Access Policy.





*The Rose Learning Trust*



## **Admission Arrangements for Balby Central Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1 of 4

## 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup>

### **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).

### **<sup>iv</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 place amended as necessary.

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▼ **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.





# Admission Arrangements for Barnby Dun Primary Academy 2024-25 School Year

- 1 These are the admission arrangements for 2024-25.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

## 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, 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

- 4 The admission number for the school is 40. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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**

### **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.

▼ **Specific Circumstances For Refusal**

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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.





## **Bentley High Street Primary Academy Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

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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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

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

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

### **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.

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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.



# Admissions Policy 2024-25

## **Applies to:**

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

## General Statement

In Doncaster, each academy or 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 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.

## Admission Number

An academy/school 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 school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, 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/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees 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.

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 (AF) under a Coordinated Admission Scheme (CAS).

## Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

## 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.

## Eligibility for a Place at a 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.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are 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 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 admission 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.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil 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.

#### D Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### E Proximity

Children who live nearest to the requested academy/school, measured in a straight line from the centre point of the child's ordinary place of residencies to the entrance nearest to the reception point of the academy/school.

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

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

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

#### Unsuccessful Applications

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

#### Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools 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.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/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 written confirmation of the vacancy is received.

#### In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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.

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 agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/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.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the

academy's/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.

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.

### Nursery Admissions

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)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

### 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.

### Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 2 October 2023. Decisions are posted to parents on 6 November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.



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.

#### Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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.

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.

#### 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;

Children born in the Autumn Term may be able to start in the Spring Term.

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.

#### 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:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the

entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

### 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.

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.

### Further Information

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

Address: Admissions and Pupil Services, 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)

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

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)

For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)

For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part- time basis up to the point of reaching compulsory school age; defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

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.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, 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.

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 Head Teacher 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.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue

your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, 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 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 admission authority 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

##### 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.

##### 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.

##### 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).

#### 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.

#### 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 Agree September \*\*\*\*

#### Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



**BRANTON ST WILFRID'S CHURCH OF ENGLAND  
VOLUNTARY AIDED PRIMARY SCHOOL.**

**DIOCESE OF SHEFFIELD**

**Working in Partnership with Doncaster Local Authority.**

**2024-2025 ADMISSIONS POLICY**

**INTRODUCTION:**

Branton St Wilfrid's Church of England Primary School is a Church of England Voluntary aided primary school in the Diocese of Sheffield and is maintained by Doncaster Local Authority.

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

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

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

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

The admission number is 30.

Children will usually be admitted during the Autumn Term following their 4<sup>th</sup> birthday. However, parents can request:

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

The date of admission to the school will be September 2024..

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

**MAKING AN APPLICATION**

1. Applications are made on the **Common Application Form**.
2. To support your application to Branton St Wilfrid's Church of England Primary School,, please complete the **Supplementary Information Form**. This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15<sup>th</sup> January 2024 along with the **Supplementary Information Form** (if applicable).

**CRITERIA FOR ADMISSION:**



**PLEASE NOTE:** Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the statementing process. EVIDENCE OF THE CHILD'S STATEMENT MUST BE PROVIDED.

### **OVERSUBSCRIPTION CRITERIA**

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

1. Children in care (looked after children) and children who were previously in care/looked after (see definition 5).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. This is not about educational needs.  
*Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential if admission is to be made under this criterion and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.*
3. Children who have an older brother or sister (see definition 1) attending the school at time of anticipated admission.
4. Children whose parents/carers (see definition 2) regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
5. Children who regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
6. Children whose parents/carers reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a Christian denomination participating in "Churches Together in England"(see definition 4).
7. Children who reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a Christian denomination participating in "Churches Together in England"(see definition 4).
8. Children who reside outside the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a Christian denomination participating in "Churches Together in England".
9. Children who are resident in the parish of St Wilfrid's, Cantley.
10. Children of staff of the school (see definition 6).
11. All other children.

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

### **TIE BREAK CLAUSE:**

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

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

### **IN YEAR TRANSFERS**

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2024-25.

## **FOOTNOTE**

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

## **DEFINITIONS**

### **1. Definition of brother or sister**

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

### **2. Definition of 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.

### **3. Definition of regular attendance at Church:**

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.

### **4. Definition of Churches Together in England**

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

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

### **5. Definition of a looked after child**

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).

### **6. Definition of children of staff at school**

Children of staff

- a) where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or

- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **PLACE OF RESIDENCE**

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

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

### **LATE APPLICATIONS**

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

### **WAITING LISTS:**

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

### **FALSE INFORMATION:**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be with dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

### **APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION:**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 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 6 weeks of the closing date for receiving the notice of appeal.

**TIMETABLE:** Closing date for receiving applications by Doncaster Local Authority: 15<sup>th</sup> January.  
Offer day: 16<sup>th</sup> April – emails sent by the LA.

**DOCUMENTATION REQUIRED:**

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, **MUST be completed and securely attached** to the Common Application form and returned to the Local Authority by 15<sup>th</sup> January.*
3. *A copy of the child's baptism certificate if the applicant is a baptised Christian.*
4. *Minister's reference to support regular church attendance.*
5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school; however it does affect the admission category your application will be placed in.*
6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL" may affect the admission category in which your application is placed.*



# **Venn Academy Trust**

## **Admissions Policy (mainstream schools) 2024-2025**



1	Summary	Admissions Policy (mainstream schools) 2024-2025			
2	Responsible person	CEO			
3	Accountable SLT member	CEO			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Trust Governance Professional with the Trustee with expertise in admissions			
6	Who has been consulted and recommended policy for approval	Governors, parents, staff, LA, other schools			
7	Approved by and date	Board of Trustees – 07.02.23			
8	Version number	1.0			
9	Available on	Every	<input type="checkbox"/> Y <input type="checkbox"/> N	Trust website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input type="checkbox"/> Y <input type="checkbox"/> N	
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	2024-2025			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



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## 1. Background

### Venn Academy Trust Schools

#### Doncaster schools

Brooke Primary Academy  
Marshland Primary Academy  
New Pastures Primary School

#### Hull schools

Griffin Primary School  
Mountbatten Primary School  
Thorpepark Academy

The Academy Trust is the admission authority and is responsible for setting admission arrangements.

The Local Authorities of Hull and Doncaster continues to be responsible for coordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found at [www.hullcc.gov.uk/admissionsfor](http://www.hullcc.gov.uk/admissionsfor) Hull schools and at [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) for Doncaster schools.

## 2. Admission arrangements

The admission arrangements explain how children will be admitted into Reception (FS2) in Venn schools at the beginning of the school year in September. It also explains how children from Reception to Year 6 are admitted outside the normal admission round, known as an “In-year transfer”.

It also explains the procedure if a school is oversubscribed.

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having Education Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. When a school is named in a child’s EHCP, following consultation with the Head and Governors, the governing body are required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2024-2025:





1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Children who were previously looked after but ceased to be so because they were adopted, have a child arrangement order or a special guardianship order. Including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted” (see notes (i) and (v)).
2. Being resident in the catchment area of the school (see note (ii)).
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below).
4. Geographical, with priority given to those living nearest to the school (see notes (iv) and (iii) below).

Criteria 4 will be used as a tie breaker for other criteria after the allocation of children with an EHCP and Looked After children if the school is full from within any of the other admission criteria.

### Notes

- (i) A looked-after child is defined in Section 22 of the Children Act 1989
- (ii) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address stepbrothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the city. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. Distances are measured using the local authority's computerised mapping system.
- (v) The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.



### 3. Appeals

Any parent refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

An appeal form and guidance will be included with the allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form.

An appeal will be heard before an independent appeals panel and will be managed by the Local Authority.

Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions.

For more information, please contact:

#### **Doncaster schools**

Admissions team  
Children, young people and families  
Doncaster Council Civic Office  
Waterdale  
Doncaster DN1 3BU

Tel: 01302 736 000      Email: [admissionappeals@doncaster.gov.uk](mailto:admissionappeals@doncaster.gov.uk)  
Website link: [Admission appeals - Doncaster Council](#)

#### **Hull schools**

Admissions team  
Children and young people's services  
Hull City Council Treasury Building  
Guildhall Road  
Hull HU1 2AB

Tel: 01482 300 300      Email: [lsadmissions@hullcc.gov.uk](mailto:lsadmissions@hullcc.gov.uk)  
Website link: [Admission appeals | Hull City Council](#)

### 4. Waiting lists

If a child is refused admission to the school the child's name is placed on a waiting list.

The waiting list is based on the published criteria.

All names are kept on that list until at least the end of the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.



## 5. Deferred entry

Parents may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered. Where parents wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

## 6. Request for the admission of a child outside the normal age group

Parents may request a place for their child outside of their normal age group. Any parent asking to do so must make this clear at the time of application and the reasons for the request.

## 7. A child who is in the school nursery currently

A child in the school nursery is not entitled to a place in the school automatically.

## 8. Published admissions number

The published admission number for the school year 2024-2025:

Primary School	Published admission number
Brooke	60
Griffin	60
Marshland	30
Mountbatten	45
New Pastures	40
Thorpepark	60

## **DIOCESE OF SHEFFIELD**

### **ADMISSION POLICY FOR 2024-25**

#### **Admission Policy for Canon Popham CofE Primary Academy 2024-25**

##### **Introduction**

Canon Popham CofE Primary Academy is an academy within the Diocese of Sheffield Academies Trust (DSAT).

The school provides a distinctively Christian education for children aged 3 to 11 years. Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

The Governing Body of Canon Popham CofE Primary Academy is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Diocese of Sheffield Academies Trust (DSAT), the Sheffield Diocesan Board of Education and its duty to the community.

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

The admission number for is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

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

##### **Making an Application**

1. Applications are made on the **Common Application Form**
2. To support your application to Canon Popham CofE Primary Academy, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15 January 2024 along with the **Supplementary Information Form** (if applicable)

##### **Admission Criteria**

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

##### **Oversubscription Criteria**

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly (see definition 3) attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills \*
5. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills \*
6. Children of parents /carers who reside in the ecclesiastical parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4) \*
7. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' \*
8. Children who reside outside the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' \*
9. Children who are attending the Canon Popham CofE Primary Academy nursery setting at the time of application
10. Children who are resident in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills.
11. All other children

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

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

*church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

### **Tie Break**

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

### **In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2024/25

### **Definitions**

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

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

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

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

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

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

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

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

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

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

Please refer to the website for an up to date list

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

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).

### **Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

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

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

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 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





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# Admissions Policy

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Date of Review:

## School Background

Carcroft Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Carcroft having had unforgettable



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memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Carcroft has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Carcroft Primary 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's website <http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Carcroft Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Carcroft is named on the statement will be admitted to Carcroft Primary.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Carcroft, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after.  
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] or 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 1 2 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).

2. Children who have been on roll at the Carcroft Nursery, since September 2023.
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, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

## Tie-breaks

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place. This process will be independently ran and verified by the local authority.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.



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## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Carcroft will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

## Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions> .



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## **Admission Arrangements for Carr Lodge Academy 2024-25 School Year**

- 1 These are the admission arrangements for the 2024-25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1 of 4

### **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 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 d) 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 the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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. Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup> **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

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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, or the Local Authority's In Year Fair Access Policy.





# Admissions Policy 2024/25

Station Road, Conisbrough, Doncaster, DN12 3DB

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **30** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.

- Offers will be made by the Local Authority, on behalf of the school, on **16<sup>th</sup> April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

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#### **<sup>1</sup> Children who are Looked After Children and 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).

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **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.

### **Notes**

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

**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.

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

## **Late applications**

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

## **Deferred entry for infants**

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

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

## **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

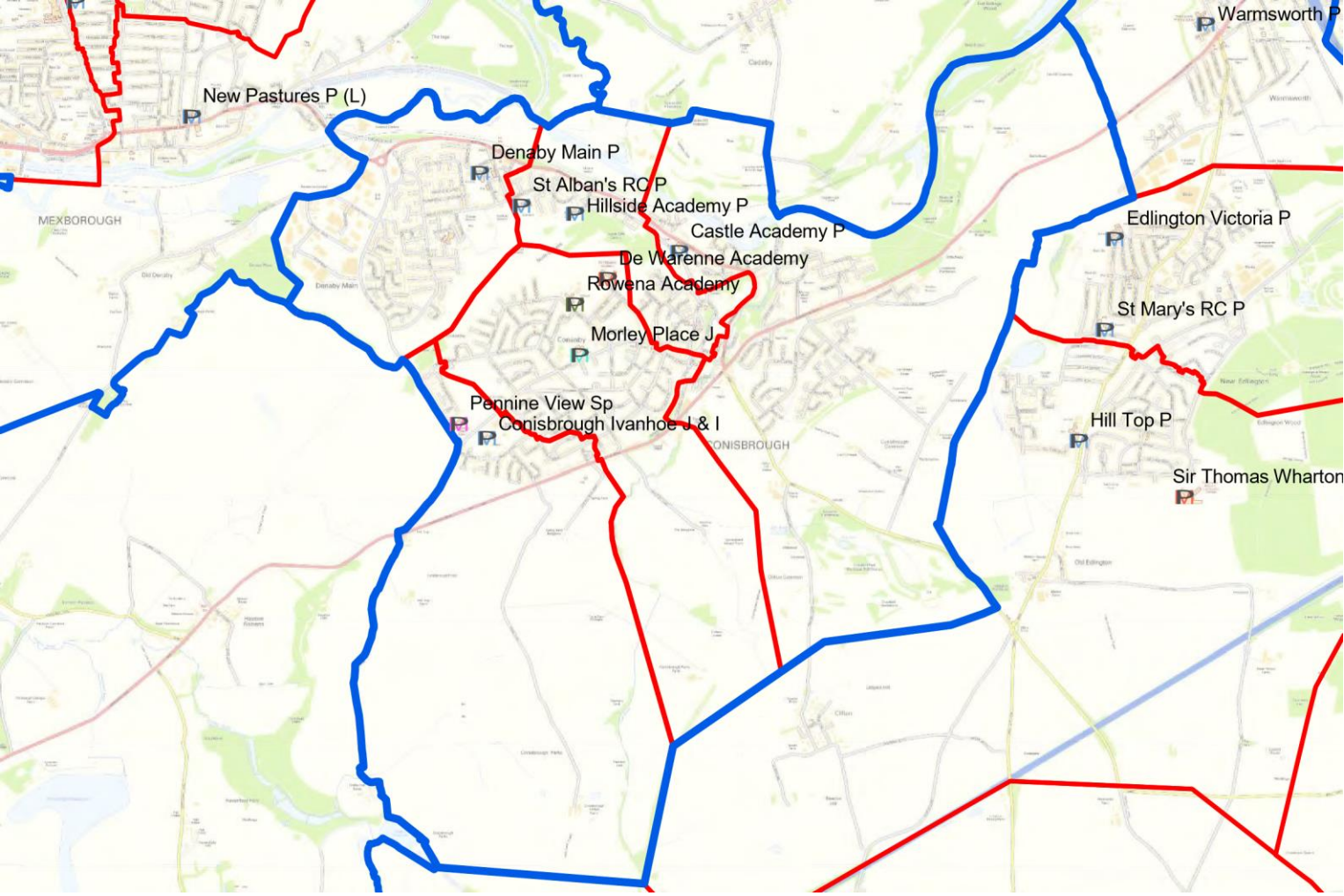
## **Waiting lists**

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

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

## **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.



New Pastures P (L)

Denby Main P

St Alban's RC P

Hillside Academy P

Castle Academy P

De Warenne Academy

Rowena Academy

Morley Place J

Pennine View Sp

Conisbrough Ivanhoe J & I

Edlington Victoria P

St Mary's RC P

Hill Top P

Sir Thomas Wharton

Warmworth P

MEXBOROUGH

CONISBROUGH





# Castle Hills Primary Academy



## ADMISSIONS POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SL	NEW POLICY	JULY 2020	Annual
2.0	SL/NH	LET FORMAT	FEB 2022	FEB 2023

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## **1. CONTEXT**

1.1 Castle Hills Primary Academy is part of Leger Education Trust and 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 to Castle Hills Primary Academy as part of the Doncaster Local Authority process. Castle Hills Primary 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.

1.2 Castle Hills Primary 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.

## **2. CRITERIA FOR ADMISSION**

2.1 The admission number is 40 +52 Nursery (26 am & 26 pm number)

## **3. PARENTAL PREFERENCE**

3.1 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 Castle Hills Primary Academy will consider all preferences equally.

## **4. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERIA**

4.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

4.2 After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy 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.

4.3 Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion 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 Castle Hills Primary Academy.
- d. Siblings
- e. Other children whose nearest school is Castle Hills Primary Academy.

## **5. INDEPENDENT APPEALS**

5.1 If a place is not offered at Castle Hills Primary 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 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.

## **6. WAITING LIST**

6.1 Pupils will be added to the waiting list of Castle Hills Primary 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. IN YEAR TRANSFERS**

7.1 Applications for in year transfers are considered in accordance with the LA's school admissions arrangements. 7.2 Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

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

7.4 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.

7.5 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.

7.6 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.

7.7 Pupils are normally admitted to the Academy 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.

7.8 Pupils are required to start at the Academy 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.

7.9 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 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.

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

## **8. APPENDIX A – EXPLANATION OF TERMS**

### **Catchment Area**

The associated catchment area is defined by the Don Valley Pyramid of schools (Don Valley Academy, Scawthorpe Sunnyfields Primary).

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

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

### **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).

### **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 Academy, (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 Castle Hills Primary Academy will operate as the final tie break should Castle Hills Primary Academy be oversubscribed from any of its designated priorities as follows:

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

If two or more pupils live equidistant from the school, the distance each student lives by road 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 ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. 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.

### **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.



# **Conisbrough Ivanhoe Primary Academy**



## **Admission Arrangements for 2024/25 School Year**

# 1 Admission Arrangements for Conisbrough Ivanhoe Primary Academy

## 2 2024/25 School Year

3 These are the admission arrangements for the 2024/25 school year.

4 As an academy, we are our own admissions authority and responsible for  
5 admissions to the school.

6 Unless delegated to the Local Authority, only the Governing Body is able to decide  
7 who is eligible for a place at the school. Neither the Headteacher nor their  
8 representatives are able to offer a school place.

### 9 Admission Number

10 4 The admission number for the school is 40. A school must have an admission  
11 number for each 'relevant age group', defined in law as 'an age group in which pupils  
12 are or will normally be admitted to the school in question'. The admission number for  
13 each year group is set with regard to the capacity assessment for the school taking  
14 into account the nature and type of the school buildings and provides for an  
15 acceptable amount of space for each pupil. Therefore, the admission number is set  
16 to benefit the children who are taught in the school and those who teach and support  
17 them. Where necessary, the Governing Body consults with the LA.

18 5 Before making a final decision, the Governing Body considers the number, and size,  
19 of classes or registration groups planned. These are determined within resources  
20 available. Where this results in places in excess of the admission number being  
21 available, places are offered strictly in criteria order.

22 6 In the case of the year of entry, a child may not normally be refused admission on the  
23 grounds of prejudice to efficient education or the efficient use of resources unless the  
24 number of applications for admission exceeds the admission number or a child is  
25 offered a school which is ranked higher on a Common Application Form<sup>i</sup> (CAF) under  
26 a Coordinated Admission Scheme<sup>ii</sup> (CAS).

### 27 Expressing A Preference - Year of Entry

28 7 Applications for admission to a schools year of entry should be made in accordance  
29 with the relevant CAS.

### 30 Closing Date For Receipt Of Parental Preferences

31 8 The closing dates for receipt of preferences for the year of entry are in accordance  
32 with the Authority's CAS.

33 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 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 Previously Looked After Children<sup>iii</sup>**

b) **Attendance at Ivanhoe Nursery**

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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **Catchment Area**

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

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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.

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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

### <sup>i</sup> **Common Application Form (CAF)**

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

### <sup>ii</sup> **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. <sup>iii</sup> **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, or the Local Authority's In Year Fair Access Policy.







## **Admission Arrangements - 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Academy Advisory Board (AAB) is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission numbers for the school are:  
30 in KS1  
34 in KS2 26  
in Nursery.

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. Where necessary, the AAB consults with the LA.

- 5 Before making a final decision, the AAB 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 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.

**Page 1 of 4**

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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research



Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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

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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).

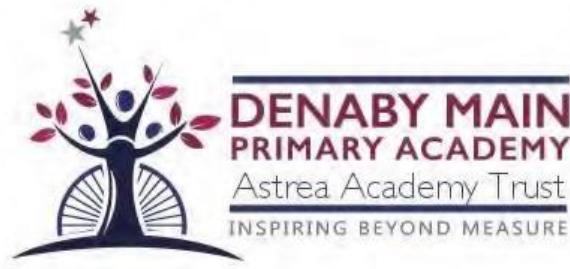
iv **Ordinarily Resident**

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, or the Local Authority's In Year Fair Access Policy.





# Admissions Policy 2024/25

School Walk, Denaby Main, Doncaster, DN12 4HZ

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **40** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

## Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.
4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

### <sup>1</sup> Children who are Looked After Children and 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).

5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **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.

### **Notes**

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

**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.

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

### **Late applications**

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

## **Deferred entry for infants**

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

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

## **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

## **Waiting lists**

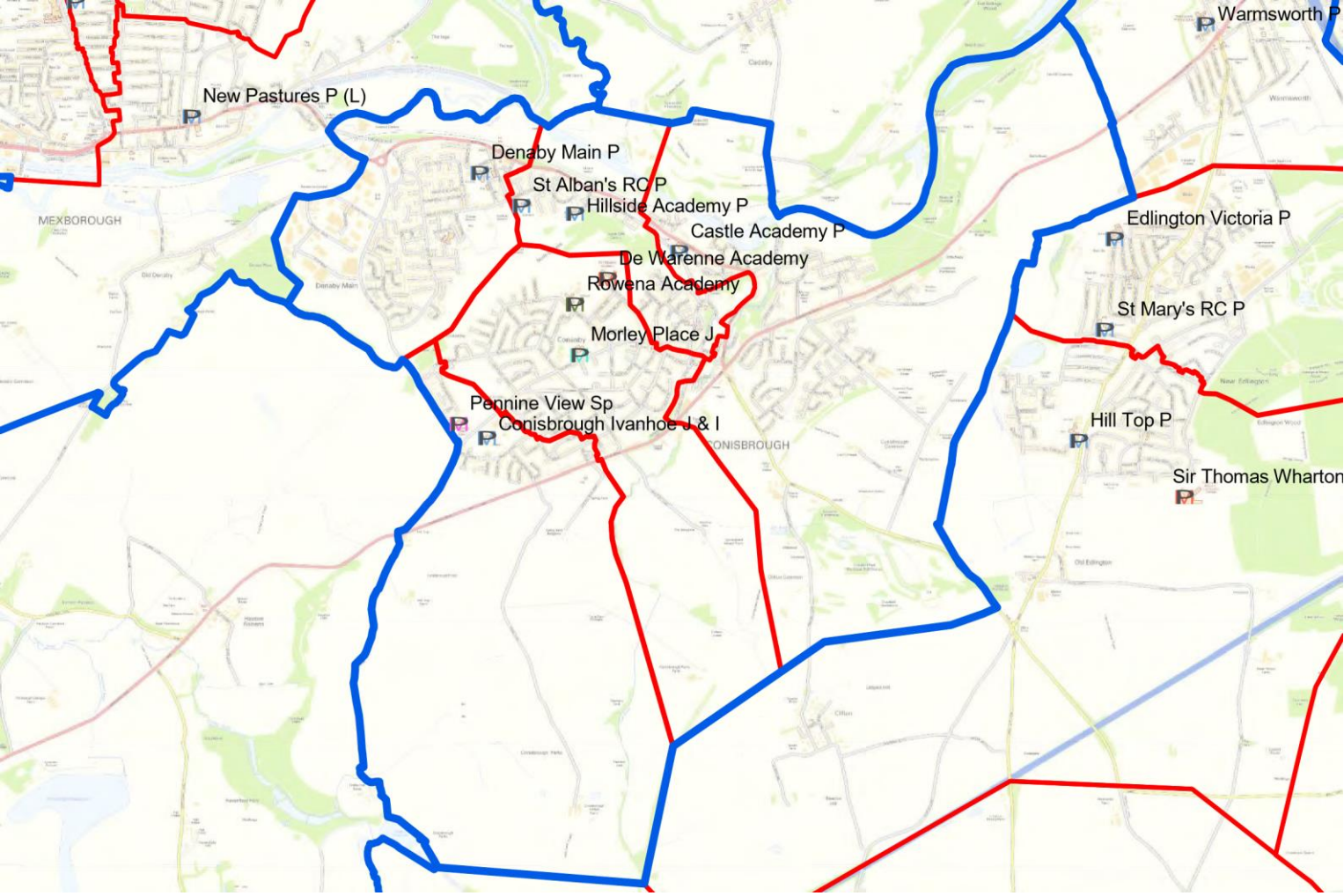
The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

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

## **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.





New Pastures P (L)

Denby Main P

St Alban's RC P

Hillside Academy P

Castle Academy P

De Warenne Academy

Rowena Academy

Morley Place J

Pennine View Sp

Conisbrough Ivanhoe J & I

Edlington Victoria P

St Mary's RC P

Hill Top P

Sir Thomas Wharton

Warmworth P





## **Admission Arrangements for Dunsville Primary School 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 40. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup> **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 or as part of the Local Authority's In Year Fair Access Policy.







# Admissions Policy 2024/25

The Drive, Edenthorpe, Doncaster, DN3 2LS

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **30** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

#### **<sup>1</sup> Children who are Looked After Children and 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).

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **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.

### **Notes**

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

**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.

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

## **Late applications**

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

## **Deferred entry for infants**

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

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

## **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

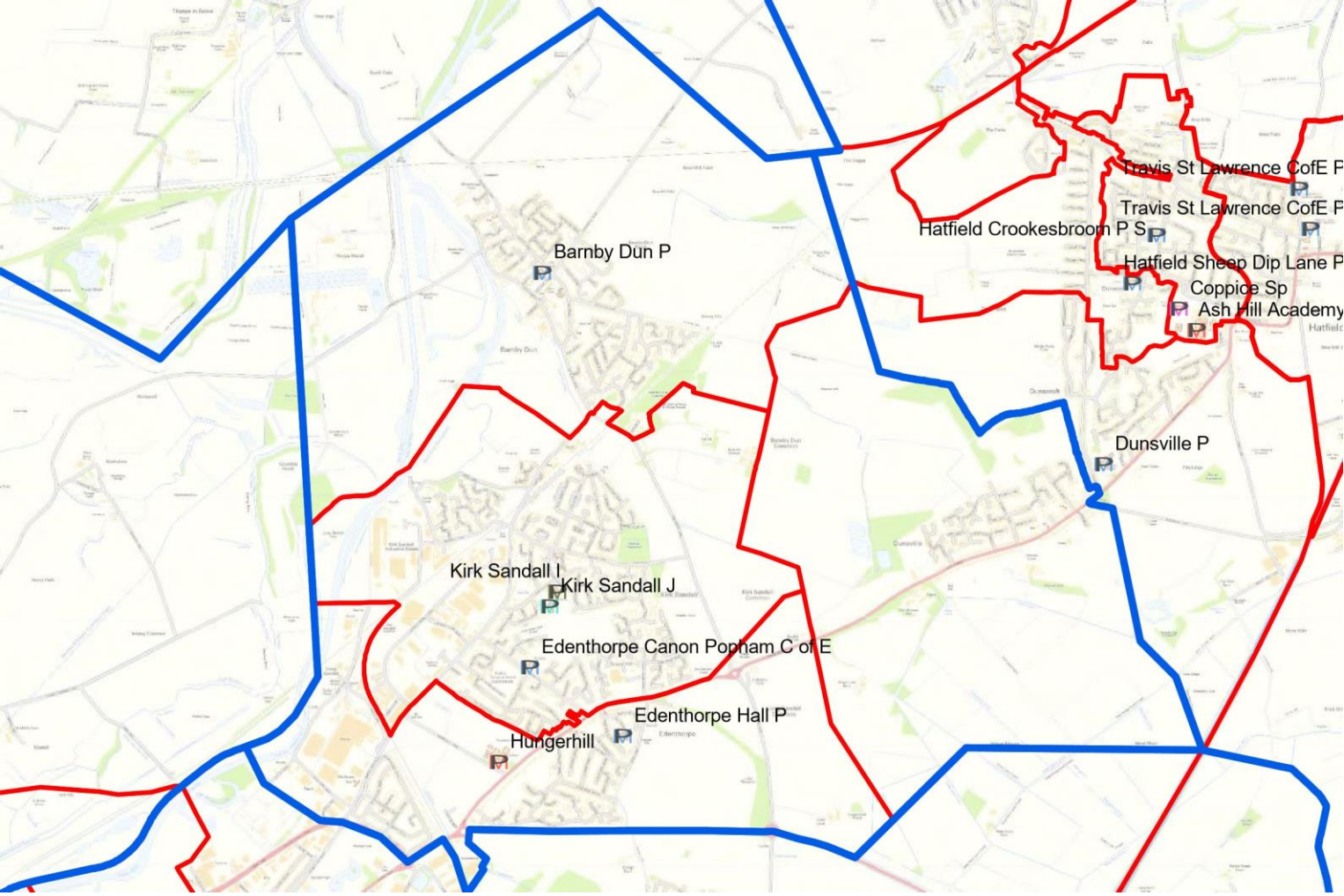
## **Waiting lists**

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

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

## **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.



Barnby Dun P

Hatfield Crookesbroom P S

Travis St Lawrence CofE P

Travis St Lawrence CofE P

Hatfield Sheep Dip Lane P

Coppice Sp

Ash Hill Academy

Dunsville P

Kirk Sandall I

Kirk Sandall J

Edenthorpe Canon Popham C of E

Edenthorpe Hall P

Hungerhill





## **Edlington Victoria Primary Academy Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

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

#### **Edlington Victoria Primary Academy 2024/25**

### **Waiting Lists**

- 12 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

### **Edlington Victoria Primary Academy 2024/25**

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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. <sup>v</sup> **Specific Circumstances For Refusal**

**Edlington Victoria Primary Academy 2024/25**

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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.





## **Admission Arrangements for Grange Lane Infant Academy 2024-25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. **<sup>iii</sup> 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



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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 or as part of the Local Authority's In Year Fair Access Policy.



## Admission Arrangements for Green Top 2024/25 Academic Year

### School Background

Green Top Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Green Top having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

### Size of school and appeals

Green Top has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

### Application Process

Green Top 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's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

### Published Admissions Number

Green Top has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

### Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Green Top is named on the statement will be admitted to Green Top.

Green Top  
Middlebrook Lane  
Thorne  
Doncaster  
South Yorkshire  
DN8 5LB

T 01405 813181  
E [admin@thornegreentop.doncaster.sch.uk](mailto:admin@thornegreentop.doncaster.sch.uk)

[www.greentopschool.co.uk](http://www.greentopschool.co.uk)

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## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Green Top, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after  
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).
2. Children who have been on roll at the Green Top Nursery, since September 2023.
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, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

Designated catchment addresses for Green Top can be found [here](#).

## Tie-breaks

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place. This process will be independently ran and verified by the local authority.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Green Top  
Middlebrook Lane  
Thorne  
Doncaster  
South Yorkshire  
DN8 5LB

T 01405 813181  
E [admin@thornegreentop.doncaster.sch.uk](mailto:admin@thornegreentop.doncaster.sch.uk)

[www.greentopschool.co.uk](http://www.greentopschool.co.uk)

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## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Green Top will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

## Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions> .

### Verified:

### To be reviewed:

Green Top  
Middlebrook Lane  
Thorne  
Doncaster  
South Yorkshire  
DN8 5LB

T 01405 813181  
E [admin@thornegreentop.doncaster.sch.uk](mailto:admin@thornegreentop.doncaster.sch.uk)

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The lead primary school of the XP Trust

**Inspire . Challenge . Collaborate . Achieve**





## **Admission Arrangements for Hatchell Wood Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

**Page 1**

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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

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

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

### **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.

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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.





## **Admission Arrangements for Hatfield Woodhouse Primary School 2024/25 School Year**

### **Admission Arrangements**

We are proud to be part of the Delta Academies Trust group however our admissions board remains Doncaster Local Authority. Parents must apply to the local authority for a place at the school. Please download your copy of our admissions policy below.

Please use link to DMBC admissions if you would like to apply online.

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

1 These are the admission arrangements for the 2024/25 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Principal nor their representatives are able to offer a school place.

### **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, 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**

4 The admission number for the school is 30. 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.

Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body 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 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 i (CAF) under a Coordinated Admission Scheme ii (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 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 d) being the final tie breaker.

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

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

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

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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)

#### **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 or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### **d) 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 iv, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

#### **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 official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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 Principal will, within two weeks of a place being offered, 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 Principal 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 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.

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, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

The Exclusion Process • Exclusions will be used sparingly and only if there are serious breaches of the school's behaviour policy or civil law; or if allowing the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil, or other children and/or staff. • The Principal holds responsibility for taking the decision to make a permanent exclusion. However, in the absence of the Principal, the Vice Principal or other senior teacher in charge may make a fixed term exclusion. • Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken without success. • In extreme circumstances permanent exclusion may happen for a first or 'one off' offence. • Fixed Term exclusions may not exceed the statutory amount of days in any one



year. • Persistent poor behaviour at lunchtime may be excluded for a fixed period, each lunchtime will count as a half day. This is subject to the normal rights of appeal.

### **Explanatory Notes**

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

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

#### **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, or the Local Authority's In Year Fair Access Policy.

### **Independent Appeals**

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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.





# Admissions Policy 2024-25

## **Applies to:**

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Hawthorn Primary

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

## General Statement

In Doncaster, each academy or 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 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.

Admission Number

An academy/school 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 school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, 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/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees 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.

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) under a Coordinated Admissions Scheme (CAS).

#### Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

#### 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.

#### Eligibility for a Place at a 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.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are 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 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 admission 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.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil 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.

D Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### E Proximity

Children who live nearest to the requested academy/school, measured in a straight line from the centre point of the child's ordinary place of residencies to the entrance nearest to the reception point of the academy/school.

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

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

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

#### Unsuccessful Applications

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

#### Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools 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.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/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 written confirmation of the vacancy is received.

#### In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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.

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 agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/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.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the academy's/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.

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.

### Nursery Admissions

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)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

### 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.

### Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 3 October 2023. Decisions are posted to parents on 7 November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.

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.

### Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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.

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.

#### 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;

Children born in the Autumn Term may be able to start in the Spring Term.

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.

#### 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:

Looked After Children or All Previously Looked After Childreniii.

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

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

#### 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.

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.

#### Further Information

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

Address: Admissions and Pupil Services, 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)

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

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

#### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)

For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)

For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.



How do I make the request?

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.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, 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.

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 Head Teacher 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.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a

Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

#### Independent Appeals

If a place is not offered at a preferred academy/school, 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 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 admission authority 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

### 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.

### 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.

### 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).

### 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.

### 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 Agree September \*\*\*\*

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



# Admissions Policy 2024/25

Urban Road, Hexthorpe, Doncaster, DN4 0HH

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **90** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.

- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

#### **<sup>1</sup> Children who are Looked After Children and 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).

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **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.

### **Notes**

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

**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.

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

## **Late applications**

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

## **Deferred entry for infants**

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

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

## **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

## **Waiting lists**

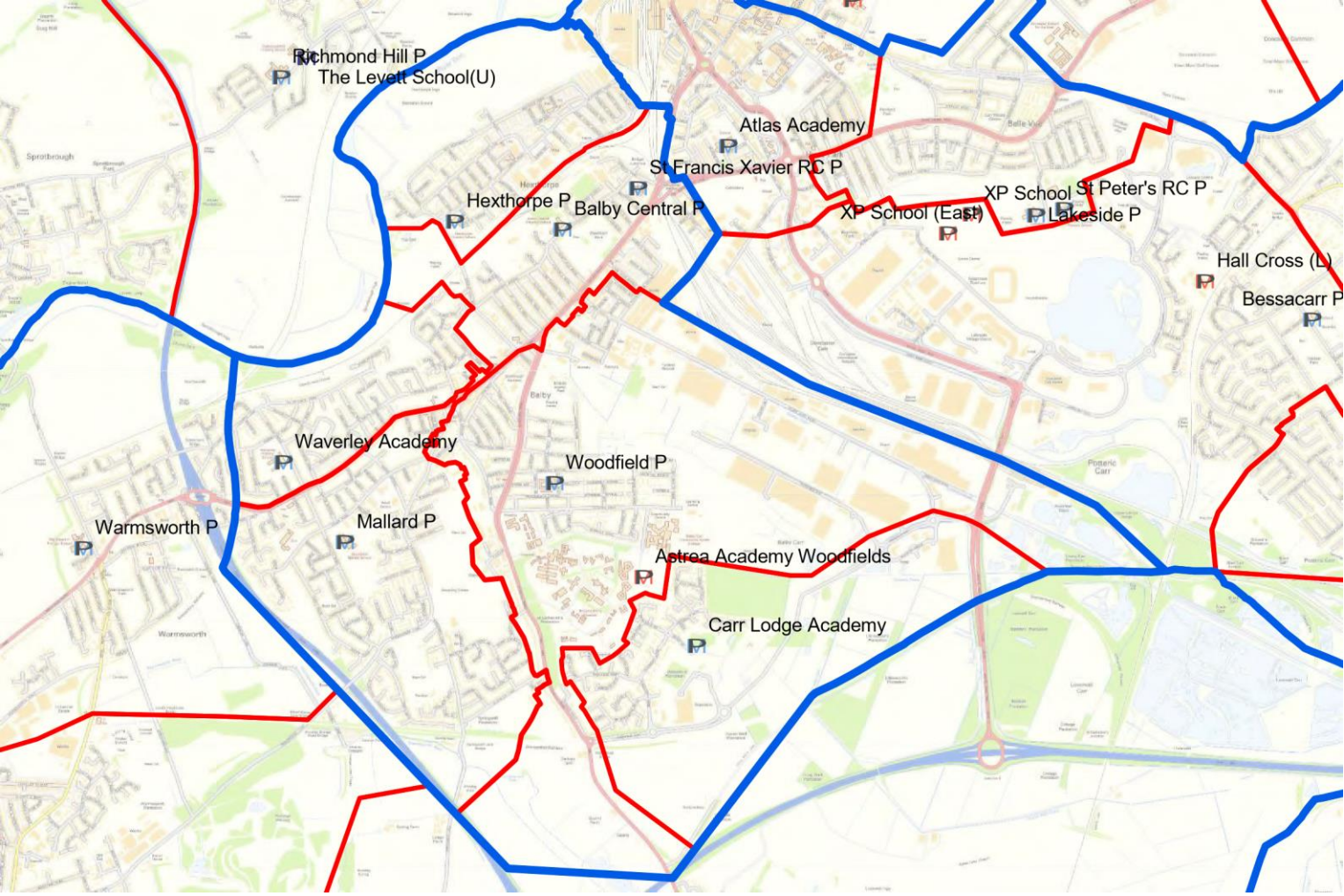
The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

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

## **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.





Richmond Hill P  
The Levett School(U)

Atlas Academy

St Francis Xavier RC P

Hexthorpe P

Balby Central P

XP School (East)

XP School St Peter's RC P  
Lakeside P

Hall Cross (L)

Bessacarr P

Waverley Academy

Woodfield P

Warmsworth P

Mallard P

Astrea Academy Woodfields

Carr Lodge Academy





## **Admission Arrangements for Highfields Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 20. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research

Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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 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**

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, or the Local Authority's In Year Fair Access Policy.







# Admissions Policy 2024-25

## **Applies to:**

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

## General Statement

In Doncaster, each academy or 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 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.

## Admission Number

An academy/school 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 school in

question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, 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/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees 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.

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) under a Coordinated Admissions Scheme (CAS).

#### Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

#### 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.

#### Eligibility for a Place at a 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.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are 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 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 admission 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.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil 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.

D Siblings

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

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

#### E Proximity

Children who live nearest to the requested academy/school, measured in a straight line from the centre point of the child's ordinary place of residencies to the entrance nearest to the reception point of the academy/school.

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

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

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

#### Unsuccessful Applications

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

#### Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools 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.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/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 written confirmation of the vacancy is received.

#### In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

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.

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 agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/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.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the academy's/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.

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.

#### Nursery Admissions

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)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

#### 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.

#### Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 2 October 2023. Decisions are posted to parents on 6 November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.

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.

#### Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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.

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.

#### 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;

Children born in the Autumn Term may be able to start in the Spring Term.

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.

#### 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:

Looked After Children or All Previously Looked After Childreniii.

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

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

#### 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.

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.

#### Further Information

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

Address: Admissions and Pupil Services, 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)

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

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

#### When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

#### How do I make the request?

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.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, 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.

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 Head Teacher 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.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

## Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

## What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

## Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

## I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

## Independent Appeals

If a place is not offered at a preferred academy/school, 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 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 admission authority 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

### 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.

### 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.

### 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).

### 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.

### 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 Agree September \*\*\*\*

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



## **Hill Top Primary Academy Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 50. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

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

## Hill Top Primary Academy 2024/25

### Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### 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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

**Hill Top Primary Academy 2024/25**

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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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, or the Local Authority's In Year Fair Access Policy.

**Hill Top Primary Academy 2024/25**





# ***Diocese of Hallam Schools' Department***

## **Revised Model Admission Policy for Catholic Primary Schools – 2024/25**

### **Holy Family Catholic Primary School**

#### **Introduction**

Holy Family Catholic Primary School is a Church aided school in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish/parishes of Our Lady's of the Assumption and St. Joseph and St. Nicholas.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to Holy Family Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number is 30

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

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in *Doncaster* LA and who have expressed a preference for Holy Family Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the *Doncaster* area, including Holy Family Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

#### **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's

Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

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

**Date of Admission to the School for 2024/25**

*Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2024/25 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times (state here the details of admission)*

- a) *children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December – admission at the beginning of the Autumn Term in September.*
- b) *children whose fifth birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> August – admission at the beginning of the Spring Term in January.*

**Criteria for Admission:**

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child’s home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

**Category One**

Holy Family 2

Catholic children (see footnote 2) who:-

- a) are Looked After Children or all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending Holy Family Catholic school at the time of admission
- c) live and worship within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas
- d) live or worship within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas

### **Category Two**

Looked After Children or previously all Looked After Children (footnote 3) who are not baptised Catholics

### **Category Three**

Children who have siblings (footnote 4) attending Holy Family Catholic Primary School at the time of admission.

### **Category Four**

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

### **Category Five**

Children who are members of other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas

### **Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Holy Family Catholic Primary school is the most appropriate setting.

### **Category Seven**

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Holy Family Catholic Primary school is the most appropriate setting.

**Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

**Category Nine**

Other children

**Footnotes:**

## Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Doncaster LA

## Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

## Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

## Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

### Footnote 3

#### Definition of '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).

### Footnote 4.

#### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

### Footnote 5

#### Churches Together in England

For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

### **Place of residence**

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

### **Late Applications**

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

## **Waiting List**

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

## **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body and a right of independent appeal offered if the place is refused.

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

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

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

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

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

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code..

## **Timetable**

Closing date : 15<sup>th</sup> January,

Announcement date: 16<sup>th</sup> April (Letters posted by Local Authority)

## **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
  2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA
  3. A copy of the child's baptism certificate if the applicant is Roman Catholic
  4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
- 
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
  6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of Holy Family Catholic Primary School

Holy Family 8





# Admission Arrangements and Oversubscription Criteria for the 2024/25 Academic Year

## OVERVIEW

These are the admission arrangements for the 2024/25 school year.

As an Academy Trust, we are our own Admissions Authority. In determining this admissions policy we have sought to provide some consistency across our academy while aligning with existing local arrangements where that makes most sense and which reflect our partnership with Doncaster Council.

## 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.

## Admission Number

The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.

Before making a final decision, the Governing Body 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.

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 a school which is ranked higher on a Common Application Form<sup>i</sup> (CAF) under a Coordinated Admission Scheme<sup>ii</sup> (CAS).

## National Allocation Day

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

Where parents or carers are applying in the normal admission round for Reception places, they will be informed of the outcome of their application by the Local Authority on the national allocation day.

### **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 are processed in accordance with the relevant CAS.

### **Eligibility For A Place At A 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.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterions is applied in order of priority as tie breakers, with priority 5 being the final tie breaker.

In all cases, if the number of applications is fewer than the published admission number, all children will be admitted to the school. Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted ahead of over-subscription criteria being applied. Places will then be offered in the following order of priority:

#### **Priority 1**

Looked After Children and previously Looked After Children<sup>1</sup>;

#### **Priority 2**

##### **Catchment Area**

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

#### **Priority 3**

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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 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).

#### **Siblings**

Children who are living within the same family unit (as defined in 'Notes' below) who will be attending the requested school, (excluding nursery), at the proposed point of admission.

#### **Priority 4**

##### **Children of school staff in skills shortage posts**

Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by an Astrea non-executive Regional Ambassador that, on the evidence available, the post does indeed relate to a skills shortage in the area; **Priority 5**

#### **Distance**

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 ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or 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.

#### **Tie-breaker**

Each of the above priorities is applied, in order, as tie breakers, with priority 5 being the final tie breaker.

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

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

#### **Waiting lists**

Waiting lists are ranked in line with the oversubscription criteria summarised above and detailed in the appendices – and are re-ranked whenever a new applicant is added. In Doncaster, waiting lists are maintained until 31<sup>st</sup> December 2024.

#### **Appeals**

All applicants who are refused a place have a right of appeal to an independent appeal panel which is constituted in accordance with the School Admissions Appeal Code. All parents and carers that are refused a place will be informed of the process for submitting an appeal by their Local Authority.

#### **Notes**

##### **Delaying Entry to a Reception Class and Part-time Attendance**

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

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year. Parents can also request that their child attends part-time until the child reaches compulsory school age. Either type of request will be considered by the principal in circumstances where it appears to be in the best interest of the child.

### **Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the principal will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent. If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the relevant school during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date - 15 January. Further guidance and the form can be found on the Council Website at [www.doncaster.gov.uk/services/schools/primary-admissions](http://www.doncaster.gov.uk/services/schools/primary-admissions)

### **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**

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.

### **For the sibling criterion to be applicable one of the following conditions must exist:**

- a) Brother and/or Sister to be permanently resident at the same address;
- b) Stepbrother and/or Stepsister to be permanently resident at the same address (to include halfbrothers/sisters).

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

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

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

### **Explanatory Notes**

<sup>i</sup> **Common Application Form (CAF)**

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

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.



# Admissions Policy 2024/25



Coventry Grove, Intake, Doncaster, DN2 4PY

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **60** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

## Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.
4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child’s ordinary place of residence and the main entrance to the school building.

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### <sup>1</sup> Children who are Looked After Children and 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).



## Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

## 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.

## Notes

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

**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.

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

## Late applications

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

## Deferred entry for infants

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

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

### **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

### **Waiting lists**

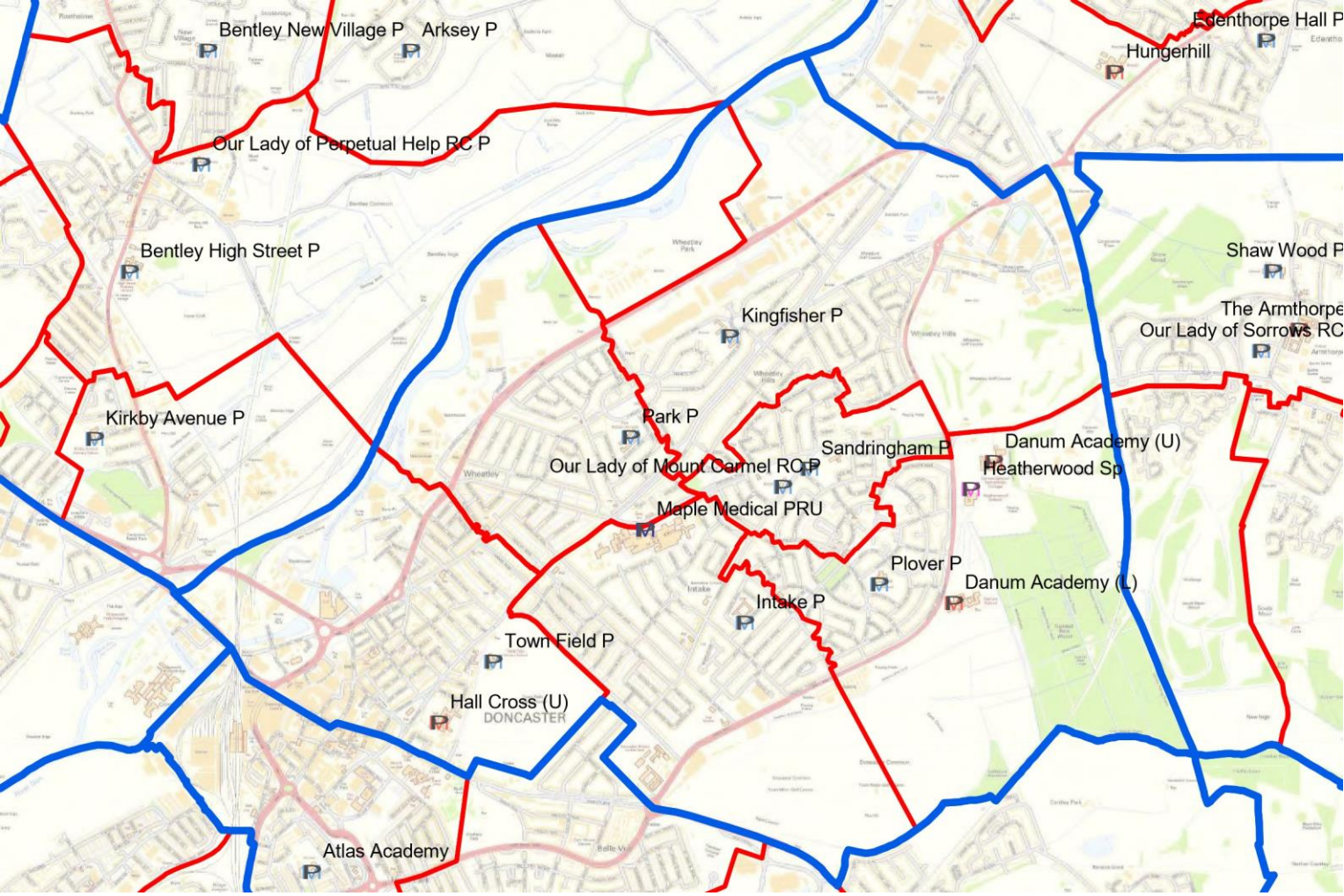
The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

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

### **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.





Bentley New Village P Arksey P

Esenthorpe Hall P  
Hungerhill

Our Lady of Perpetual Help RC P

Bentley High Street P

Shaw Wood P

The Armthorpe  
Our Lady of Sorrows RC

Kirkby Avenue P

Kingfisher P

Park P

Sandringham P

Danum Academy (U)

Our Lady of Mount Carmel RC P

Heatherwood Sp

Maple Medical PRU

Plover P

Danum Academy (L)

Intake P

Town Field P

Hall Cross (U)  
DONCASTER

Atlas Academy



## **Admission Arrangements for Kirk Sandall Infant School 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 90. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

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

**Kirk Sandall Infant**

### **Waiting Lists**

- 12 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

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 admission authority 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.

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## Explanatory Notes

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

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

### **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**

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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 or as part of the Local Authority's In Year Fair Access Policy.



## **Admission Arrangements for Kirk Sandall Junior School 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Local Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission number for the school is 90. 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. Where necessary, the Local Governing Body consults with the LA.
- 5 Before making a final decision, the Local Governing Body 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 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 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) **Link School**

Children attending Kirk Sandall Infant School and who have, on the closing date, attended that school continuously for more than one calendar year.

c) **Catchment Area**

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

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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.

d) **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 the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

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.

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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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 DCSF 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.

### **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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

### i Common Application Form (CAF)

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

### 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 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**

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.

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▼ **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.

## Lakeside Primary School Admission Arrangements for 2024/25 School Year

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### 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, 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

- 4 The admission number for the school is **60**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

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## 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A School

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

Page 2 of 4

## **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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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. <sup>iii</sup>

### **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, or the Local Authority's In Year Fair Access Policy.



## DIOCESE OF SHEFFIELD

### ADMISSION POLICY FOR 2024/25

#### Admission Policy for St. John the Baptist CofE Primary School 2024/25

##### Introduction

St. John the Baptist CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Montgomery Academy Trust.

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

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

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

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

The admission number is 30 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5<sup>th</sup> birthday – compulsory school age

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

##### Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to St. John the Baptist CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15 January along with the **Supplementary Information Form** (if applicable)

##### Criteria For Admission

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

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see Definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Mexborough and regularly (see definition 3) attend the parish church of St. John the Baptist, Mexborough.
5. Children who reside in the parish of Mexborough and regularly attend the parish church of St. John the Baptist
6. Children of parents /carers who reside in the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4 )
7. Children who reside in the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of Mexborough
10. Children of staff on the payroll of the school (see definition 6)
11. All other children

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

#### Tie Break

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

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

## **In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2024/25.

## **Definitions**

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

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

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

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

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

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

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

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

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

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

Please refer to the website for an up to date list

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

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 6- Children of Staff at School**

Children of staff

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

### **Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

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

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

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 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.





## **Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 75. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1

## 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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. <sup>iii</sup>

### **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

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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.

▼ **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.





## **Admission Arrangements for Morley Place Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission number for the school is 75. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

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### **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 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) **Link School**

Children attending Rowena Academy and who have, on the closing date, attended that school continuously for more than one calendar year.

- c) **Catchment Area**

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

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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.

- d) **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 the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

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.

- 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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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 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).

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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 or as part of the Local Authority's In Year Fair Access Policy.





# Admissions Policy 2024/25

## School Background

Norton Infant School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Norton Infant School having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Norton Infant School has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Norton Infant 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's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Norton Infant School has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with an Education, Health and Care Plan (EHCP) where Norton Infant School is named in the EHCP, will be admitted to Norton Infant School.





# Admissions Policy 2024/25

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Norton Infant School, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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).
  - a. 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).
  - b. 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.
  - c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)
2. Children who have been on roll at the Norton Infant School Nursery at the time of application.
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, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

## Tie-breaks

In the event of a tie breaker, proximity will be used to determine a school place.

- Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest 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 be decided by random allocation.
- Measurements will be made using a computerised programme independently verified by the local authority.





# Admissions Policy 2024/25

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Norton Infant School will use the independent appeals service provided by the local authority.

Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

## Further Information

For more information regarding admissions in Doncaster, please see

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .



# NJS 2024/25



# Admissions Policy

## School Background

Norton Junior School is part of the XP School Trust and as such, places a great deal of emphasis on the wellbeing and learning attitudes of its pupils through what is known as Crew. We have worked hard over the years to create an exciting and stimulating environment where all students can thrive and achieve their best through an engaging and inspiring curriculum offer of Expeditionary Learning. Over the years, we have been very successful in achieving great academic outcomes for our pupils and wider feedback from stakeholders is very positive. Clearly, we love our school and believe it's a great place to be but don't just take our word for it, [click here](#) to access our school website and take some time to look around at what we do.

## Size of school and appeals

Norton Juniors has set its maximum class limit at 30 children and a limit of 60 children per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Norton Junior 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's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Norton Juniors has an agreed Published Admissions Number of 60 for admission into Year 3 and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with an Education, Health and Care Plan (EHCP) where Norton Junior School is named on the EHCP will be admitted to Norton Junior School.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names NJS, the oversubscription criteria will

be:



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1. A 'looked after child' or a being looked after guardianship order, have been in state care



child who was previously looked after but immediately after became subject to an adoption, residence, or special including those who appear [to the admission authority] to 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).
  - a. 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).
  - b. 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.
  - c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)
2. Children who have been on roll in Year 2 at Norton Infant School at the time of application.
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, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

Designated catchment addresses for Norton Junior can be made available by request from the Local Authority Admissions Team.

## Tie-breaks

In the event of a tie breaker, proximity will be used to determine a school place.

- Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest the reception point of the school building will be offered a place.
- 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 be decided by random allocation.
- Measurements will be made using a computerised programme independently verified by the local authority.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed

on the school's waiting list, until the end of the Autumn Term.





## Waiting List

If the school is oversubscribed, on a waiting list. The list will be placed and will operate in accordance with the oversubscription criteria defined above.

names of all unsuccessful applicants will be placed kept for the eligible timespan of the school

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

School will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

## Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions> .







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## **OUR LADY OF MOUNT CARMEL CATHOLIC PRIMARY SCHOOL**

### **ADMISSION POLICY 2024/25**

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

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2024

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

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

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

#### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children. (see notes 2&3)

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

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

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

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

### **Tie Break**

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

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to the office at Our Lady of Mount Carmel School by the closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless

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

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

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

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

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

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

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

### **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 each term.

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

### **In-Year Applications**

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

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

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

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

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

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

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

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

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

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

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

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

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

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12. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.





## DIOCESE OF HALLAM

### OUR LADY OF PERPETUAL HELP CATHOLIC PRIMARY SCHOOL

#### ADMISSION POLICY 2024/25

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

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>3</sup>. The governing body has set its admission number at 20 pupils to be admitted to [the reception year] in the school year which begins in September, 2024.

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

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

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted.

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<sup>3</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

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Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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## **Oversubscription Criteria**

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

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

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

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

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

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

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

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

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

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

- *A religion which does not involve belief in a God.*

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

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

### **Tie Break**

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance. Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement (as the crow flies) between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

Reception applications are now made online at:

**<http://www.doncaster.gov.uk/services/schools/primary-admissions>**  
**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR  
ADMISSION TO OUR SCHOOL**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form (SIF) should be returned to the school before 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2024 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

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

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

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

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

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

1.

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head 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 31<sup>st</sup> August.

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

### **In-Year Applications**

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

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

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

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

### **Fair Access Protocol**

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







*Diocese of Hallam Schools' Department*

## **Admission Policy for Catholic Primary Schools – 2024/25**

### **Our Lady of Sorrows Catholic Voluntary Academy**

#### **Introduction**

Our Lady of Sorrows Catholic Voluntary Academy is a Church aided school in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live and worship within the parish of Our Lady of Sorrows, Armthorpe and St. Thomas of Canterbury, Kirk Sandall.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to Our Lady's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2024/25 is 30.

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

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers applying for places in Doncaster LA and who have expressed a preference for Our Lady of Sorrows Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Doncaster area, including Our Lady of Sorrows Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

### **Parental Preference**

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

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

**Date of Admission to the School for 2024/25 is xxxx**

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2024/25 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times

- Children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> December – admission at the beginning of the Autumn term in September
- Children whose fifth birthday falls between 1<sup>st</sup> January and 31<sup>st</sup> August – admission at the beginning of the Spring Term in January.

### **Deferred Entry**

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to defer entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

### **Criteria for Admission:**

Please note that children who have an Education Health and Care Plans that name the School are required by law to be admitted

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The

distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

### **Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending Our Lady of Sorrows Catholic school at the time of admission
- c) live and worship within the parish of Armthorpe and Kirk Sandall.
- d) who live or worship within the parish of Armthorpe and Kirk Sandall.

### **Category Two**

Looked After Children or all previously Looked After Children (footnote 3) who are not baptised Catholics

### **Category Three**

Children who have siblings (footnote 4) attending Our Lady of Sorrows Catholic Primary School at the time of admission.

### **Category Four**

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

### **Category Five**

Children who are worshipping members of other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of Armthorpe and Kirk Sandall.

### **Category Six**

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional e.g. Doctor, Social Worker is submitted with the application indicating why Our Lady of Sorrows school is the most appropriate setting.

## **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

## **Category Nine**

Other children

### **Footnotes:**

#### **Footnote 1.**

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Doncaster LA

#### **Footnote 2**

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

##### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

##### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

#### **Footnote 3**

##### Definition of '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).

#### **Footnote 4**

##### **Definition of Sibling**

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters

#### **Footnote 5**

##### **Churches Together in England**

For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

#### **Place of residence**

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

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

#### **Late Applications**

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

#### **Waiting List**

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

#### **False Information**

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

Governing Body, depending on the length of time that the child has been at the school.

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

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

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

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

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

Director of Corporate Services  
Committee Services Section  
Waterdale  
Doncaster  
DN1 3BU

Normally, appeal hearings will be held in accordance with the timescales specified in the DfE Admissions Appeals Code.

### **Timetable**

*15<sup>th</sup> January 2024 Primary National Closing Date*

*16<sup>th</sup> April 2024 Primary Offer Date*

### **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by 15 January 2024.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic.

4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of Our Lady of Sorrows Catholic Primary School







## **Admission Arrangements for 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is **60**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1 of 4

## 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup>

### **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, or the Local Authority's In Year Fair Access Policy.





## **Admission Arrangements for Owston Park Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### The Offer Of A Place At A 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.

Owston Park Primary 2024/25

## Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## 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 official application form.
- 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 a place being offered, 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 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, pupils 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.

### **Owston Park Primary 2024/25**

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

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

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

### **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.

**Owston Park Primary 2024/25**

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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.





## **Admission Arrangements for Pheasant Bank Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 100. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

### **Page 1 of 4**

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 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) **Link Schools**

Children attending a school which is a linked infant school and who have, on the closing date, attended a linked infant school continuously for more than one calendar year. Link Schools are Rossington Tordale Infant and Grange Lane Infant schools.

c) **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 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.

d) **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. Attendance at a linked infant school will be included.

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<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 ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or 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 posted to parents in accordance with the Authority's CAS.

Pheasant Bank Academy 2024/25

### **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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply<sup>iv</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.
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- 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 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, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Pheasant Bank Academy 2024/25

## 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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.

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

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



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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).

**Pheasant Bank Academy 2024/25**

**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 or as part of the Local Authority's In Year Fair Access Policy.



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# Admissions Policy

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Date of Review: October 2020

## School Background

Plover Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Plover having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Plover has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Plover Primary 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's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions>.

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Plover Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Plover is named on the statement will be admitted to Plover Primary.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Plover, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked.

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).

2. Children who have been on roll at the Plover Nursery, since September 2023.
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, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

## Tie-breaks

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place. This process will be independently ran and verified by the local authority.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Plover will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

## Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions>.



## **Admission Arrangements for Richmond Hill Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1 of 5

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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

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

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

### **Unsuccessful Applications**

Page 2 of 5



- 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

### i Common Application Form (CAF)

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

### 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.

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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, or the Local Authority's In Year Fair Access Policy.





## **Rosedale Primary School Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission number for the school is 30. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

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

## Rosedale Primary Academy 2024/25

### Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### 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 official application form.
- 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 a place being offered, 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 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, pupils 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.

### **Rosedale Primary Academy 2024/25**

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup> **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**

Rosedale Primary Academy 2024/25

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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.







## DIOCESE OF SHEFFIELD

### Admission Policy for Rossington St Michael's C of E Primary School 2024/25

#### Introduction

Rossington St Michael's CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield.

The school provides a distinctively Christian education for children aged 5 to 11 years.

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

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

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

The admission number for 2024/25 is 60 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5<sup>th</sup> birthday – compulsory school age

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

#### Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Rossington St Michael's CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15 January 2024 along with the **Supplementary Information Form** (if applicable).
4. The announcement date is the 16 April 2024.

#### Criteria For Admission

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

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

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

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

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

when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

### **Tie Break**

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

### **In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2024/25

## **Definitions**

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

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

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

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

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

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

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

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

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

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

Please refer to the website for an up to date list of member churches.

### **Definition 5 – 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).

### **Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.



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

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

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

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

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 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.

Diocese of Sheffield





## **Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 80. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

Page 1 of 5

### **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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

### **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## Explanatory Notes

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

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

### **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 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.

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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 or as part of the Local Authority's In Year Fair Access Policy.







## **Sandringham Primary School Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

### Page 1 of 4

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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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### **Explanatory Notes**

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

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

#### **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).

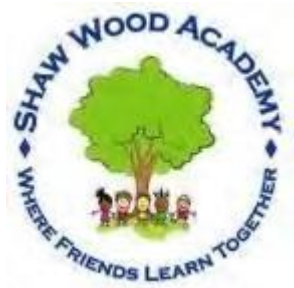
iv **Ordinarily Resident**

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, or the Local Authority's In Year Fair Access Policy.





## **Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

### **Page 1 of 4**

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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

### **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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### **Explanatory Notes**

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

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

#### **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. <sup>iii</sup>

#### **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**

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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.





# Sheep Dip Lane Primary School

## Admission Arrangements for Sheep Dip Lane Primary School 2024/25 School Year

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### 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, 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

- 4 The admission number for the school is **40**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.

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.

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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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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**

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

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

### **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, or the Local Authority's In Year Fair Access Policy.





## **Admission Arrangements for Spa Academy Askern 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is **90**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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.

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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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.
- 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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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**

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

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

### **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, or the Local Authority's In Year Fair Access Policy.





## ADMISSION POLICY 2024/25

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

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>4</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2024.

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

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

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

### **Oversubscription Criteria**

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

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of St Alban's Denaby Main or English Martyrs. (see notes 3&11)

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<sup>4</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

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

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

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

### **Tie Break**

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

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>5</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to the Headteacher at St Albans Catholic Primary school by 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of

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<sup>5</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

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

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

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

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

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

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

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term 2024.

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

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Headteacher at St Alban's Catholic Primary School.

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

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

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

## **Fair Access Protocol**

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

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

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

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

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

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

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

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

□ A religion which involves belief in more than one God, and □

A religion which does not involve belief in a God.

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

8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map (available on request from the school) and will be applied to the admission arrangements for 2024/25.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Approved by Governing Body of St Alban's Catholic Primary School Date:





# **Admission Policy for St Francis Xavier Catholic Primary School 2024/25**

## **Introduction**

St Francis Xavier Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Doncaster LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years. Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child. Priority will be being given to children who live and worship within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire Sacred Heart parish of Balby

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Francis Xavier Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2024/25 is 30

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

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

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary

schools within the Doncaster area, including St Francis Xavier Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

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## **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to two choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis.

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

## **Date of Admission to the School for 2024/25**

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August, into school at the beginning of the Autumn Term in September.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

## **Criteria for Admission:**

Please note that children who have an Education Health and Care Plan that names the school will be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school. Distance will be measured in a straight line from the front door of the child's house (including flats) to the main entrance of the school, using the Local

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Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending St Francis Xavier Catholic Primary School at the time of their admission
- c) live and worship within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby
- d) who live or worship within the parish St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby

### **Category Two**

Looked After Children or previously Looked After Children (footnote 3) who are not baptised Catholics

### **Category Three**

Children who have siblings (footnote 4) attending St Francis Xavier Catholic Primary School at the time of their admission.

### **Category Four**

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

### **Category Five**

Children who are worshipping members of other Christian Churches as recognised by Churches Together in England (footnote 5) whose parents have sought the written support of their minister and live within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby

### **Category Six**

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children who have Special Educational Needs who are supported by professional evidence as to why St Francis Xavier Catholic Primary School is deemed the most appropriate setting to meet those needs.

### **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

### **Category Nine**

Other children

## Footnotes:

### Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Doncaster LA

### Footnote 2

'Catholic children' are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

### Footnote 3

#### Definition of '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).

Footnote 4.

#### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 5

Churches Together in England

*For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.*

#### **Place of residence**

The child's ordinary place of residence will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

#### **Late Applications**

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

#### **Waiting List**

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

#### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body and a right of independent appeal offered if the place is refused.

*Let God's love shine in our lives as we care and share and learn together*

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

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

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

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

### **Timetable**

Closing date for receiving applications As agreed with LA 15<sup>th</sup> January 2024

Offer day As agreed with LA 16<sup>th</sup> April 2024

### **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, *obtainable in the LA admission booklet*, should be completed and returned to the school by 15<sup>th</sup> January 2024
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/ baptised Christian
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.

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

Governing Body of St Francis Xavier Catholic Primary School





## DIOCESE OF HALLAM

### ST JOSEPH & ST TERESAS CATHOLIC PRIMARY SCHOOL

#### ADMISSION POLICY 2024/25

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

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>6</sup>. The governing body has set its admission number at 20 pupils to be admitted to [the reception year] in the school year which begins in September, 2024.

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

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

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted.

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<sup>6</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### **Oversubscription Criteria**

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

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

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

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

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

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

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

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

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

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

*□ A religion which involves belief in more than one God, and □*

*A religion which does not involve belief in a God.*

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

8. *‘brother or sister’ includes:*

*(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*

*(ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*

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

10. *To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.*

11. *For the purposes of this policy, parish boundaries are as shown on the parish map which is available from the school on request.*

12. *A child’s home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.*

### **Tie Break**

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance. Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement (as the crow flies) between the front door of the child’s home address (including the community entrance to flats) and the main entrance of the school. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

## **Application Procedures and Timetable**

Reception applications are now made online at:

**<http://www.doncaster.gov.uk/services/schools/primary-admissions>**

### **PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION TO OUR SCHOOL**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form (SIF) should be returned to the school before 15<sup>th</sup> January 2024.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2024 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

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

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024.**

### **Late Applications**

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

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

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

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

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

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head 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 31<sup>st</sup> August.

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

### **In-Year Applications**

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

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

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

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

### **Fair Access Protocol**

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







## **ST JOSEPH'S SCHOOL, A CATHOLIC VOLUNTARY ACADEMY**

### **ADMISSION POLICY 2024/25**

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

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

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>7</sup>. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2024.

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

#### **Pupils with an Education, Health and Care Plan (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**

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

1. Catholic looked after and previously looked after children. (see notes 2&3)

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<sup>7</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year



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

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

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

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

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>8</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to St Joseph's School CVA, Bevan Avenue, Rossington, Doncaster DN11 0NB by closing date.

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

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

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<sup>8</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2024**

### **Late Applications**

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

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

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

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

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

Any such request should be made in writing to Chair of Governors 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 31<sup>st</sup> August 2024.

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

### **In-Year Applications**

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

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

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

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

## **Fair Access Protocol**

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

## **Nursery**

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

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

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

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. 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 Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

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

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

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

□ A religion which involves belief in more than one God, and □

A religion which does not involve belief in a God.

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

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

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2024/25.

[Map attached]



## **Admission Policy for Catholic Primary Schools – 2024/25**

### **St Mary's Catholic Primary School**

#### **Introduction**

St Mary's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Doncaster LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St Mary's, Edlington.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Mary's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2024/25 is 30

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

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Doncaster LA and who have expressed a preference for St Mary's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Doncaster area, including St Mary's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

#### **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference

basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

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

### **Date of Admission to the School for 2024/25**

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2024/25 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times:- children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August admission at the beginning of the Autumn Term in September.

### **Criteria for Admission:**

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

### **Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending St Mary's Catholic school at the time of admission
- c) live and worship within the parish of St Mary's, Edlington or Sacred Heart, Balby.
- d) live or worship within the parish of St Mary's, Edlington or Sacred Heart, Balby



### **Category Two**

Looked After Children or all previously Looked After Children (footnote 3) who are not baptised Catholics

### **Category Three**

Children who have siblings (footnote 4) attending St Mary's Catholic Primary School at the time of admission.

### **Category Four**

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

### **Category Five**

Children who are members of other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Mary's, Edlington.

### **Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Mary's school is the most appropriate setting.

### **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

### **Category Nine**

Other children

### **Footnotes:**

Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Doncaster LA.

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman

Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

#### Footnote 3

##### Definition of '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).

#### Footnote 4.

##### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

#### Footnote 5

Churches Together in England

For the most up to date list please see [www.churches-together.org.uk](http://www.churches-together.org.uk) or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

#### **Place of residence**

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

### **Late Applications**

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

### **Waiting List**

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered, by the Governing Body and a right of independent appeal offered if the place is refused.

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

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

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

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

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

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

### **Timetable**

Closing date : 15<sup>th</sup> January, 2024

Announcement date: 16<sup>th</sup> April, 2024

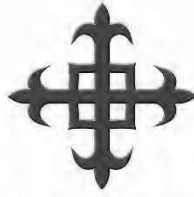
### **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed and returned to the school by 15 January 2024.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of St Mary's Catholic Primary School

Date \_\_\_\_\_





**ST. OSWALD'S**  
C of E ACADEMY

# ADMISSIONS

## 2024-25

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>SHARON PATTON (HEADTEACHER)</b>
<b>APPROVED:</b>	<b>DATE:</b>
<b>SIGNED:</b>	<b>ROLE: CHAIR OF GOVERNORS</b>
<b>TO BE REVIEWED:</b>	

*Our Mission Statement:*



**ST. OSWALD'S**  
C of E ACADEMY

*We aim to provide a high quality of education for all, recognising everyone's value and worth, helping them to achieve their full potential, and sharing the love of God made known through Jesus Christ.*

**DIOCESE OF SHEFFIELD**

**Working in Partnership with Doncaster local Authority**

**Head teacher: Mrs S Patton**

**Telephone: 01302 770330**

**2024-25 ADMISSIONS POLICY**

**INTRODUCTION**

St Oswald's Church of England Primary Academy and Nursery School works with the Diocese of Sheffield and Doncaster Local Authority.

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

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

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

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

**Reception Class admissions**

**The admission number for this year is 30**

Children will usually be admitted during the autumn term following their 4<sup>th</sup> Birthday.

However, parents can request:

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

**Nursery admissions**

**The admission number for nursery for this year is 30**

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.



Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email [admin@stoswaldsacademy.co.uk](mailto:admin@stoswaldsacademy.co.uk) for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

### **Closing and Announcement Dates**

The closing date for receipt of applications for nursery will be 2 October 2023. Decisions will be posted on 6 November 2023.

Late applications are accepted and will be considered after those received by the closing date have been processed.

### **Admission to Nursery**

A child who has attained the age of three years on, or before, the 31 August 2024 will normally be admitted part-time to a nursery class from the start of the following school year.

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

### **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 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.

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

### **MAKING AN APPLICATION**

1. Applications are made on the **Common Application Form**.
2. To support your application to St Oswald's church of England Primary Academy, please complete the **Supplementary Information Form**. This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable).

### **CRITERIA FOR ADMISSION:**

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

### **OVERSUBSCRIPTION CRITERIA**

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

1. **Children in care** (looked after children) **and children who were previously in care/looked after** (see definition 5).
2. **Children with special medical or social circumstances affecting the child where these needs can only be met at this school.** This is not about educational needs. *Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential must set out the particular reasons why this school is the most suitable and the difficulties which would be caused if the child had to attend another school.*
3. **Children who have an older brother or sister** (see definition 1) **attending the school at time of anticipated admission.**
4. **Children whose parents/carers** (see definition 2) **regularly** (see definition 3) **attend the parish church of St Oswald's.**
5. **Children who reside in the parish of St Oswald's and regularly attend the parish church of St Oswald's.** (See definition 3)
6. **Children whose parents/carers reside in the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England"** (see definition 4).
7. **Children who reside in the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England"** (see definition 4).
8. **Children who reside outside the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England".**
9. **Children who are resident in the parish of St Oswald's Finningley.**
10. **Children of staff of the school** (see definition 6)
11. **All other children.**

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

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

## **TIE BREAK CLAUSE**

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

## **IN YEAR TRANSFERS**

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2024/25

## **FOOTNOTE**

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

## **DEFINITIONS**

### **1. Definition of brother or sister**

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

### **2. Definition of parent/carer**

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

### **3. Definition of regular attendance at Church**

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.

**For clarification on attendance at St Oswald's church.**

**This means attending any act of worship on the church's website/notice sheet, Bible study group, Sunday club.**

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.

### **4. Definition of Churches Together in England**

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

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

### **5. Definition of a looked after child**

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).

## **6. Definition of children of staff at school**

### **Children of staff**

- a) Where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

### **PLACE OF RESIDENCE**

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

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

### **LATE APPLICATIONS**

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

### **WAITING LISTS**

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

### **FALSE INFORMATION**

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

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

Applications outside the normal admissions round will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

### **APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal 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

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

### **TIMETABLE**

*Closing date for receiving applications by Doncaster Local Authority: 15 January 2024*

*Offer day: 16 April 2024 – letters posted by the LA*

### **DOCUMENTATION REQUIRED**

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, **MUST be completed and securely attached** to the Common Application form and returned to the Local Authority.*
3. *Minister's reference to support regular church attendance.*  
**St Oswald's church Ministers reference**  
**Reference MUST be handed into school office for completion by St Oswald's minister.**
4. *A copy of the Parents/carers or Childs regular attendance register.*

**St Oswald's Church's attendance register**

**Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.**

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school; however it does affect the admission category your application will be placed in.*
6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL" may affect the admission category in which your application is placed.*

# ***St. Peter's Catholic Primary School***

## ***Admission Policy***

### ***2024-25***

#### **Introduction**

St. Peter's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Doncaster LA. This means that the members of St. Peter's and St. Paul's Parishes and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its building and its people.

The school provides a distinctive Christ centred, Catholic education for children between 4 and 11 years old, with priority being given to Catholic children who live within the parishes of St. Peter's and St. Paul's.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees, and its duty to the Catholic community, and the Common Good.

Please note that admission to St. Peter's Catholic Primary School does not guarantee admission to the McAuley Catholic High School, which has its own admission policy.

The admission number for 2024-25 is 30.

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

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

In order to provide every parent with an offer of one single place the Authority works with the Governing Bodies of the Voluntary Aided primary schools / Catholic Voluntary Academies within the Doncaster area, including St. Peter's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

#### **Parental Preference**

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

***Please contact us if you need any help in applying for Admission***

**Date of Admission to the School for 2024-25**

It is the policy of the Governing Body, being the admissions authority for St. Peter's Catholic Primary School, to admit children into school in the September of the academic year in which they have their fifth birthday (1<sup>st</sup> September – 31<sup>st</sup> August).

### **Deferred Entry**

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday. The school will consult with parents wishing to defer their child's start. This includes the option to attend part time or to remain in nursery, if available, until they are of statutory school age.

### **Criteria for Admission:**

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted (footnote 3).

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school. This distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to school receiving the higher priority.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

### **Category One**

Catholic children (see footnote 2) who:-

- a) are or have been in Public Care (Looked After Children)
- b) are siblings of Catholic children attending St Peter's Catholic Primary school at the time of their admission
- c) live within the parishes of St. Peter's and St. Paul's

### **Category Two**

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics

### **Category Three**

Children who have siblings (footnote 5) attending St. Peter's Catholic Primary School at the time of their admission.

### **Category Four**

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

### **Category Five**

**(Please note this category was amended in September 2017 on the advice of the Catholic Education Service)**

Children who are members of:



- a) Orthodox Churches as recognised by the Catholic Church (footnote 5) who have sought the written support of their minister and live within the parishes of St. Peter's or St. Paul's, Doncaster.
- b) Other Christian denominations (footnote 7), at the time of application, whose parents have sought the written support of their minister and live within the parishes of St. Peter's or St. Paul's, Doncaster.

#### **Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

#### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg. doctor, social worker, is submitted with the application indicating why St. Peter's Catholic Primary School is the most appropriate setting.

#### **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

#### **Category Nine**

Other children.

#### **Footnotes:**

Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Doncaster LA.

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

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 educational provision required for a child.

Footnote 4

Definition of '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).

Footnote 5

Definition of Sibling

A sibling is defined as children who live as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches - please contact the Diocesan School's Department for further information.

Footnote 7

*Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; 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 of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.*

Please note: Confirmation of the above should be obtained via the Minister/Religious Leader's Reference on the additional information form.

**Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

The names of children who have been refused admission will be placed on a waiting list for admission to school.

A vacancy will occur when the number of pupils in any year group falls below the agreed admission number for that year.

In all cases places will be offered in accordance with the school's Admission Criteria and NOT the length of time on the waiting list.

Children's names will be retained on the list until the end of the autumn term after which date parents are required to inform the school if they wish their child to be retained on the waiting list for the school.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

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

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

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

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

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

Appeal hearings will be held in accordance with the timescales specified in the DFE Admissions Appeals Code.

**Timetable for applications:**

*Closing date for receiving applications – 15<sup>th</sup> January 2024 Offer*

*day – 16<sup>th</sup> April 2024 (letters posted).*

**Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, *obtainable on the LA admissions website pages*, should be completed, securely attached to the Common Application form and returned to the LA by 15<sup>th</sup> January 2024.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic.
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

## DIOCESE OF SHEFFIELD

### Admission Policy for Tickhill St Mary's C of E Primary and Nursery School 2024-25

#### Introduction

Tickhill St Mary's CE Aided Primary and Nursery School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster Local Authority.

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

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

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

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

The admission number for 2024/25 is 40 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5<sup>th</sup> birthday – compulsory school age

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

#### Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Tickhill St Mary's CE Aided Primary and Nursery School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15 January 2024 along with the **Supplementary Information Form** (if applicable)

#### Criteria for Admission

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

## Oversubscription Criteria

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

1. Children in care/Looked after children and children who were previously in care/looked after (see definition 5 page3)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parishes of Tickhill and Stainton and regularly (see definition 3) attend the parish churches of St Mary or St Winifrid
5. Children who reside in the parishes of Tickhill or Stainton and regularly attend the parish churches of St Mary or St Winifrid
6. Children of parents /carers who reside in the parishes of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4 )
7. Children who reside in the parish of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of Tickhill and Stainton
10. Children of staff in the school (See definition 6 page 3)
11. All other children

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

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

**Tie Break**

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

**In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2024/25

**Definitions****Definition 1 -Brother/Sister**

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

**Definition 2- Parent/Carer**

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

**Definition 3 – Regular Church Attendance**

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

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

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

**Definition 4 – Churches Together in England**

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

Please refer to the website for an up to date list

**Definition 5 – Looked after children**

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 6 – Children of Staff at School**

Children of staff

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

### **Place of residence**

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

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

### **Late Applications**

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

### **Waiting List**

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

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer who has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.



**Applications outside the normal admissions round**

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

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 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





# Admission Policy 2024/25

<b>PERSONS RESPONSIBLE FOR POLICY:</b>	Carolyn Buckley
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<b>DATE</b>	<b>REVISION VERSION</b>	<b>SUMMARY OF CHANGES</b>	<b>WEBSITE</b>
2020	1	Changes to attendance at church criteria for oversubscription	
1st 2021	1	Changes to definition for Children in Care/Looked After Children and Children who were previously in Care/Looked After – In accordance with new School Admission Code	

## Admission Policy for Travis St Lawrence CE Primary School 2024/25

### Introduction

Travis St Lawrence CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster Local Authority.

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

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

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

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

The admission number for 2024/25 is 60 and children will be admitted during the Autumn term following their 4<sup>th</sup> birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5<sup>th</sup> birthday – compulsory school age.

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

### **Making an Application**

1. Applications are made on the **Common Application Form (online)**.
2. To support your application to Travis St Lawrence CE Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15<sup>th</sup> January 2024 along with the **Supplementary Information Form** (if applicable).

### **Criteria For Admission**

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

## Oversubscription Criteria

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked After Children).
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parish of Hatfield and regularly (see definition 3) attend the parish church of St Lawrence, Hatfield.
5. Children who reside in the parish of Hatfield and regularly attend the parish church of St Lawrence, Hatfield.
6. Children of parents /carers who reside in the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4 ).
7. Children who reside in the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England'.
8. Children who reside outside the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England'.
9. Children who are resident in the parish of Hatfield.
10. Children of staff at the school (see definition 6)
11. All other children.

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

Tie Break

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

In Year Transfers

The Local Authority Doncaster will co-ordinate in year transfers for Travis St Lawrence CE Primary School in 2024-25.

## **Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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 6 – Children of Staff at School**

Children of staff

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

#### **Place of residence**

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

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

#### **Late Applications**

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

#### **Waiting List**

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

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

### **False Information**

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

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

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

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

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
2. 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.









# Admissions Policy 2024/25

Douglas Road, Doncaster, DN4 0UB

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **40** for entry in Reception.

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:  
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 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 Local Authority, the LA will administer these applications and parents should use the link provided above.

### **Oversubscription criteria**

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.
4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

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#### **<sup>1</sup> Children who are Looked After Children and 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).

5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

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.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **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.

### **Notes**

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

**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.

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

### **Late applications**

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

## **Deferred entry for infants**

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

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

## **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 Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

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

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

## **Waiting lists**

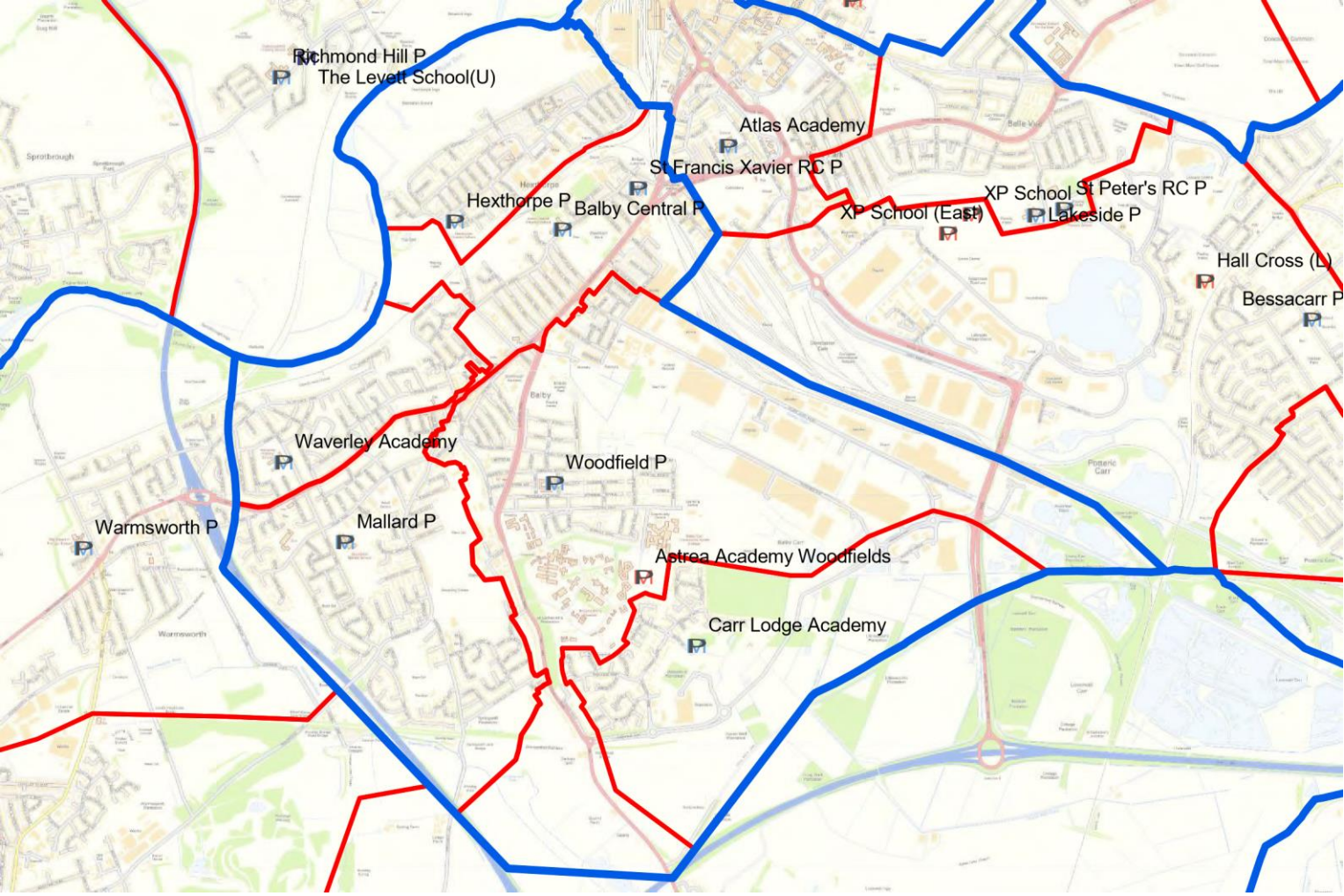
The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

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

## **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.





Richmond Hill P  
The Levett School(U)

Atlas Academy

St Francis Xavier RC P

Hexthorpe P

Balby Central P

XP School (East)

XP School St Peter's RC P  
Lakeside P

Hall Cross (L)

Bessacarr P

Waverley Academy

Woodfield P

Warmsworth P

Mallard P

Astrea Academy Woodfields

Carr Lodge Academy





## **Admission Arrangements for West Road Primary Academy 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is **50**. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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 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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) **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 <sup>iv</sup>, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## **The Offer Of A Place At A 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 Pupils will be added to the waiting list(s) of community 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 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 written confirmation of the vacancy is received.

## **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 official application form.

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 a place being offered, 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 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, pupils 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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 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 admission authority 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.

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## **Explanatory Notes**

### **<sup>i</sup> Common Application Form (CAF)**

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

### **<sup>ii</sup> 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. <sup>iii</sup> **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, or the Local Authority's In Year Fair Access Policy.





## **Admission Arrangements 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/25 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 60. 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. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body 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.
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### **Expressing A Preference - Year of Entry**

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### **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.

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Page 1 of 5

### **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 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 d) 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 school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil 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) **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 or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

- d) **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<sup>iv</sup>, to the entrance nearest to the reception point of the school.

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.

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

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- 12 Pupils will be added to the waiting list(s) of community 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.
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- 22 In accordance with DfE 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.

### **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.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

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### **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 admission authority 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.

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### **Explanatory Notes**

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

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

#### **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**

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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).

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<sup>iv</sup> **Ordinarily Resident**

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<sup>v</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, or the Local Authority's In Year Fair Access Policy.



## **Admission Arrangements for Woodfield Primary School 2024/25 School Year**

- 1 These are the admission arrangements for the 2024/2025 school year.
- 2 Unless delegated to the Local Authority, 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 offer a school place.

### **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, 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**

- 4 The admission number for the school is 50. 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. Where necessary, the Governing Body consults with the LA.
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- 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**

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- b) **Catchment Area**

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

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- c) **Siblings**

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### **In Year Transfers**

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## General Information

### False Information

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### Multiple Addresses

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## Explanatory Notes

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

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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.

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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.