



Steel City

Schools Partnership

Admissions Arrangements and Policy

Policy Code:	SCSP/ED/01	Policy Level:	Trust
Portfolio:	Education	Statutory/Non:	Statutory
Approval Level:	Trust Board	Review Cycle:	Annual
Date of Approval:	13 December 2022	Next Review:	December 2023
Version Number:	1.2	Status:	APPROVED
Responsibility:	Job Title: CEO	Name:	Nicola Shipman
Scope:	All stakeholders and staff		
Published location:	SCSP and School Websites, School and Trust Folders		

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1. Introduction

Upon conversion, the Academy Trust became its own admissions authority; this means SCSP is responsible for setting its own admissions arrangements.

Sheffield local authority continues to be responsible for coordinating all admissions in our area, and making offers of places. Further details on how to apply for a school place can be found on the council's website or below.

2. Aims

This policy aims to:

- explain how to apply for a place at a school in Steel City Schools Partnership
- set out the arrangements for allocating places to the pupils who apply
- explain how to appeal against a decision not to offer your child a place.

3. Legislation and Statutory Requirements

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

- [*School Admissions Code 2021*](#)
- [*School Admission Appeals Code*](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [*School Standards and Framework Act 1998*](#).

This policy complies with our funding agreement and articles of association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Children in care are children who, at the time of making an application to a school, are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions.

Children previously in care are children who were looked after, but ceased to be so because they:

- were adopted under the *Adoption Act 1976* or the *Adoption and Children Act 2002*, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order.

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

5. Admission Arrangements

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.

For the school year 2023/24 the schools that make up Steel City Schools Partnership will use the following admission arrangements. These have not changed from previous years.

Applications for pupils having an Educational Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs.

Where a school is named in a child's EHCP following consultation with the Headteacher and the Trust, the school is required to admit the pupil.

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

Applications by parents of children who wish to defer their child's admission until the following year will be assessed on a case by case basis by each school.

6.1 What if the school is oversubscribed?

If more applications are received than there are places, SCSP in conjunction with Sheffield authority will prioritise places in the following order. These match with the order prioritised by Sheffield authority:

1. Looked-after children or previously looked-after children
2. Catchment area with sibling
3. Catchment area
4. Siblings of children previously refused a place at their catchment school
5. Siblings
6. Other applications

6.2 Oversubscription criteria

Special Educational Needs and Disabilities

Any child that has an Education Health Care Plan (EHCP) that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Sheffield Community Schools, Voluntary Controlled Schools and Academies.

1. Children in care and children previously in care

Children meet the definition in Section 4. Children in this category will be prioritised at their preferred school.

2. Catchment area and siblings

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

3. Catchment area

Children living in the catchment area for the preferred school that do not have a sibling attending, will be considered next. Catchment areas can be checked at www.sheffield.gov.uk/pupiladmissions.

4. Siblings of children previously refused a place at their catchment school

Children whose sibling has been refused a place their catchment school in a previous year, where parents applied there.

5. Siblings

A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or a stepsister

(to include half-brothers/sisters) and in both cases will attend or has been allocated the preferred or linked school at the point of entry. In addition, where the requested school is an Infant school, the attendance of an older sibling at the linked Junior school will be included.

6. Other applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

7. Linked Feeder Schools and Nurseries

7.1 Infant to Junior School

Pupils attending one of our Infant schools will not transfer automatically into one of our Junior schools. A separate application must be made for a place.

Children attending a linked Infant school have the highest right of admission to the Junior school as long as there are sufficient places available, and a preference is expressed for that school. Attendance at a linked Infant School does not guarantee a place at the linked Junior School.

7.2 Nursery to Primary School

Pupils attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

8. Admissions Process

Steel City Schools Partnership has agreed for 2023/24 and 2024/25 academic years to follow the locally-agreed admissions policies for Sheffield and Rotherham. This will be reviewed in light of changes to the admissions procedures within each authority and in line with any changes to legislation.

All admissions to any of the Steel City Schools Partnership schools will be made through and managed by Sheffield authority as the admitting authority. Please refer to the relevant website below. Contact details are as follows:

Contact Admissions ed-admissions@sheffield.gov.uk

Telephone: 0114 273 5766

9. In-Year Admissions and Appeals Process

All schools within SCSP participate in the Local Authority's Co-ordinated Admission Scheme for in-year admissions. If a parent of a child on our roll wishes to apply for a transfer to another school, they must obtain a transfer form from the school for completion of Section 2. The application must then be sent to the Local Authority which will process the application on the parent's behalf. The Local Authority will confirm the outcome of the application in writing within 15 school days. If the application is refused, the Local Authority will advise on the statutory appeal procedure. Details of

the Co-ordinated Admission Scheme and how in-year applications are managed can be found at <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place.html>

Each SCSP school's website contains a link to the Sheffield City Council and the Admissions page.

10. Families New to Sheffield

For families that are new to the City, they should contact the Children Missing Education Team at ed-missingchildren@sheffield.gov.uk or 0114 273 6462 to arrange an appointment to make an admission application.

11. Sheffield Admissions Procedures for Reception 2023/2024

Please refer to the Sheffield Council website and the *Admissions Guide for Parents - Entry to Reception Guide 2023 /2024*.

<https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

12. Rotherham Admissions Procedures for Reception 2023/2024

Please refer to the Rotherham Council website and the *Admission to Primary School Booklet 2023/24*.

<https://www.rotherham.gov.uk/education-learning/starting-primary-school>

13. Published Admissions Numbers

The published admissions numbers for Steel City Schools Partnership for the school year 2023/2024 academic year are as follows:

Brook House Junior	90
Fox Hill Primary	45 (inclusive of IR pupils)
Greenhill Primary	75 (inclusive of IR pupils)
Lound Infant	60
Lound Junior	60
Mansel Primary	60
Monteney Primary	60
Windmill Hill	30 (reduction from 54 in 2022/23 academic year)
Woodseats	60

14. Monitoring Arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.

Version No.	Date Issued	Author	Revisions Made
1.0	Sept 2021	Nicola Shipman	Written in line with current information.
1.1	Sept 2022	Nicola Shipman	Amended in line with current information. Reformatted.
1.2	Dec 2022	Nicola Shipman	Updated to include all relevant information about admissions.