

# **APPENDIX 4**

## **Secondary Academies**

### **Admission Policies**

**2024/25**



## **Admission Arrangements for Armthorpe Academy 2024/2025 Academic Year**

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

### **General Statement**

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

### **Admission Number**

- 3 An Academy 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 Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the Academy taking into account the nature and type of the buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the Academy and those who teach and support them. Each academic year, the Academy consults with the LA and has set an admission number of 180.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered an Academy which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### **Expressing A Preference**

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

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

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

## Eligibility For A Place At The Academy - 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 the Academy will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

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

e) **Proximity**

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

If two or more pupils live equidistant from the Academy, the distance each pupil lives by road from the Academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (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.

## The Offer Of A Place At An Academy

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

## **Waiting Lists**

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

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a place if there are vacancies unless specific circumstances apply<sup>vii</sup>.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to the Academy at the start of the next new term other than with the prior approval of the Headteacher of the Academy or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 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.
- 21 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DFE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Allocation Of Places**

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

## **Independent Appeals**

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

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

### **Further Information**

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

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## Explanatory Notes

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

This is a form used in the admission process on which parents express preferences for an academy for the year of entry.

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

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

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

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

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

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

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

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

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

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

Armthorpe Shaw Wood Academy	Southfield Primary
Tranmoor Primary	

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

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

## Admission Arrangements 2024/2025 School Year

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

### General Statement

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

### Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **252**.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Expressing A Preference

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

### Closing Date for Receipt Of Parental Preferences

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

## Eligibility For A Place At School - Oversubscription Criteria

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

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

e) **Proximity**

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

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

Measurements will be made using ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

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

## **In Year Transfers**

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

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

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.

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

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

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

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

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

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

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

## **Allocation Of Places**

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

## **Independent Appeals**

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

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

### **Further Information**

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

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## **Explanatory Notes**

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

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

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

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

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

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

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

Children who are Looked After Children and all previously Looked After Children  
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship

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

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

v **Ordinarily Resident/Residence**

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

vi **List of Link Schools**

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

vii **Specific Circumstances For Refusal**

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

## Admission Arrangements Astrea Academy Woodfields 2024/2025 School Year

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

### General Statement

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

### Admission Number

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

### Expressing A Preference

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

### Closing Date For Receipt Of Parental Preferences

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

## Eligibility For A Place At School - Oversubscription Criteria

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

e) **Proximity**

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

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

Measurements will be made using ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

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

## **In Year Transfers**

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

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

### **Allocation Of Places**

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

### **Admission To Sixth Form**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
- 25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.
- 26 Priority is given to applications from pupils in year 11 already at the school.
- 27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

### **Independent Appeals**

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

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

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

### **Further Information**

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

## **Explanatory Notes**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





## Camps Mount (A Co-operative Academy) Admission Policy 2024-2025

### Context

Camps Mount is a Co-operative Academy and administers admissions in line with legal requirements of the School Admissions Code and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Camps Mount as part of the Doncaster Local Authority process. Camps Mount will work in partnership with Doncaster Local Authority to ensure pupil places are given fairly, in line with the published admissions criteria, which will conform with the School Admissions Code.

- 1) Camps Mount serves a local community, usually referred to as the 'catchment area'. This policy reflects the Governing Body's commitment to providing places where possible to pupils who live in our catchment area as defined by our pyramid schools<sup>i</sup>.
- 2) Sixth form student places will be available for all pupils who attend Camps Mount and the Academy will continue to welcome applications from students from other schools.

### Admission Number

- 3) A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **150**.
- 4) A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Parental Preference

- 5) The CAF<sup>iv</sup> provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that the Governing Body as the Admission Authority for Camps Mount will consider all preferences equally.

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

- 6) Where the number of applications exceeds the number of available places the Governing Body will apply the following criteria in order of priority. Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion 'e' being the final breaker.
  - a. Looked After Children or all Previously Looked After Children<sup>v</sup>
  - b. The children of parents who are ordinarily resident<sup>vi</sup> in the catchment area of Campsmount
  - c. Siblings<sup>vii</sup>
  - d. Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission
  - e. Other children whose nearest school is Campsmount.

## **Independent Appeals**

- 7) If a place is not offered at Campsmount 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

## **Waiting List**

- 8) Pupils will be added to the waiting list of Campsmount where 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.

## **Admission To Sixth Form**

- 9) The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form. A pupil will only be admitted to the sixth form provided they meet the sixth form admission criteria. Application for admission to the sixth form, including pupils currently attending the school, must be made in writing direct to Campsmount. Any parent whose child is not offered a place for which they have expressed a preference has the right to an independent appeal.

## **In Year Transfers**

- 10) Applications for in year transfers are considered in accordance with the LA's CAS
- 11) Applications should be made on the LA's TF and submitted to the LA for consideration

- 12) A pupil will be deemed eligible for a school place if there are sufficient places specific circumstances apply.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 18) Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been a significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 19) In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Explanation of Terms**

### **1. Tie Breaker**

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

Children who live nearest to the requested school 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 Campsmount.

If two or more pupils live equidistant from the school, the distance each pupil 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.

## 2. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application 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.

## 3. 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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### Footnotes:

#### i **Catchment Area**

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

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

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

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

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

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

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

#### v **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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vi **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.

vii **Siblings**

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



## **Admissions Arrangements for 2024/2025 School Year**

The academy will follow the Admissions arrangements of Doncaster Metropolitan Borough Council, as agreed in the Admissions Annex of the De Warenne Academy's Funding Agreement.

1. Only Doncaster Council (the LA) is able to decide who is eligible for a place in this academy. Neither the Principal or Sponsors nor their representatives are able to offer a place at the academy

### **General Statement**

2. In Doncaster each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school with a group of primary schools.

### **Admission Number**

3. Every school must have an admission number for each relevant age group, defined in law as 'an age group 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 an acceptable amount of space for each pupil. Each school year the LA consults with the Governing Body of the school before an admission number is set. The admission number for this academy is **150**.
4. In the case of the year of entry, a child may not normally be refused admission to a school on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF) under a Co-ordinated Admission Scheme (CAS).

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

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

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

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

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

7. This section outlines the criteria to be used to decide on eligibility for a place where the number of preferences exceeds the admissions 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 the criterion e) being the final tie breaker.

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

**b) Catchment Area**

Children who are ordinarily resident <sup>2</sup> in the catchment area of De Warenne Academy. A child's place on a waiting list will be updated in the light of any change of address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school (excluding sixth form and 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.

**d) Link Schools**

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

**e) Proximity**

Children who live nearest to De Warenne Academy measured in a straight line from the point of the mid-point to the pupil's place of ordinary residence to the entrance nearest to the reception point of the academy. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView provided by Environmental Systems Research Institute Inc or suitable substitute.

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

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

## **9. Unsuccessful Applications**

Any parent whose child is not offered a place at De Warenne Academy has the right to independent appeal

## **10. Waiting Lists**

Pupils will be added to the waiting list of the academy if they were refused a place and the academy was ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until 15 school days from the start 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. While the waiting list is in operation, when a place does become available, it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

## **11. In year transfers**

Applications for admissions outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's In Year Transfer Form.

Where there are sufficient places, an application will normally be agreed unless specific circumstances apply. However, admission may be refused if circumstances have changed since the year group was the year of entry and admission of an additional child would 'prejudice the provision of education or the efficient use of resources'

Where there are insufficient places for the number of applicants, all applicants will be ranked in accordance with the criterion listed above and places awarded accordingly.

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 Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Pupils are normally admitted to the academy at the start of the next new term other than with the prior approval of the Principal or in circumstances beyond the parent's control, e.g. movement into the Borough.

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

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



In accordance with DFE requirements, where an 'In Year Fair Access Protocol' has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## **12. Allocation of Places**

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

## **13. Admission to Sixth Form**

The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form of the academy.

A pupil will only be admitted to the sixth form of the academy provided they meet the sixth form admission criteria of the academy.

Applications for admission to the sixth form, including pupils currently attending the academy must be made in writing direct to the academy.

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

## **14. General Information**

### **False Information**

Any place offered on the basis of fraudulent or intentionally misleading information 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 admissions purposes shall be the place where 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.

### **Footnotes**

<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).

<sup>2</sup> 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.

### **Further Information**

Further, more detailed information about the admission process can be found in the Admission To School booklets, available from the academy or the LA as follows:

Telephone: 01302 737204 or 01302 737234  
Address: Admissions and Pupil Services, Civic Building, DoncasterDN1 3BU  
Email address: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)  
Web: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)



## **Admission Arrangements 2024/2025 School Year**

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

### **General Statement**

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

### **Admission Number**

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

### **Expressing A Preference**

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

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

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

## Eligibility For A Place At School - Oversubscription Criteria

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

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

e) **Proximity**

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

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

Measurements will be made using ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

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

## **In Year Transfers**

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

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

### **Allocation Of Places**

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

### **Independent Appeals**

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

### **General Information**

#### **False Information**

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

#### **Multiple Addresses**

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

#### **Further Information**

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

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### **Explanatory Notes**

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

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

#### **<sup>ii</sup> Common Transfer Form (TF)**

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

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

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

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

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

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

**v Ordinarily Resident/Residence**

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

**vi List of Link Schools**

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

**vii Specific Circumstances For Refusal**

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

# Doncaster UTC: Admissions Policy

## Academic Year 2024/25



### **IMPORTANT**

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



**SHAPING CAREERS  
FORGING FUTURES**



## Introduction

1.1. Doncaster UTC (DUTC) is a University Technology College specialising in engineering and creative & digital technologies. DUTC is a distinctive school led by employers and universities to provide an innovative and engaging learning environment and unique learning experience. DUTC will equip students with the education, skills and qualifications creating pathways into higher education, apprenticeships, and employment in the most significant areas of economic growth locally, nationally, and internationally.

1.2. When applying to Year 9 or Year 12 at DUTC, parents, carers and students should note the unique offer at DUTC. DUTC will deliver a core curriculum based around STEAM (science, technology, engineering, Arts and mathematics) subjects, with an opportunity for learners to select units focused towards engineering or creative & digital technologies if they wish. Students will spend much of their time at the UTC working on projects which will link into the curriculum and are related to the specialisms. Our school day and terms are longer to prepare students for life after the UTC.

1.3. DUTC is committed to an open, fair and transparent admissions policy complying with the School Admissions Code and the School Admission Appeals Code (the Codes). In accordance with the Codes, DUTC will review its Admissions policy annually in line with the consultation timetable for admissions. This policy will be reviewed in readiness for entry in September 2024.

1.4. DUTC is located in Doncaster town centre and serves the town of Doncaster and the wider subregion. This admissions policy seeks to ensure a fair balance between Doncaster and its neighbours and also to minimise the impact on any individual school.

## 2. Process of Application

2.1. DUTC will manage its own admissions arrangements for both Year 9 and Year 12 outside the normal local authority process for co-ordinating school offers. Applications should be made directly to DUTC.

2.2. Copies of the application form are available online from 1st September 2023 ([www.doncasterutc.co.uk](http://www.doncasterutc.co.uk)). Alternatively, a printed copy can be requested by contacting DUTC directly on 01302 976515.

2.3. To receive an offer of acceptance by ## March 2024, applications must be submitted by:

- 9th December 2022 for students entering Year 9 and Year 12 students applying for a post-16 that are based at the UTC.
- 2nd March 2022 for external students entering Year 12

2.4 All students for Year 9 admissions will be expected to apply for one of the UTC's two specialisms:

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

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

2.5. Parents/carers (Y9) and students (Y12) will be expected to confirm acceptance of the place by ## March 2024 and will be required to attend an enrolment evening.

2.6. Applications after the ## December 2023 (Year 9) and ## March 2024 (Year 12) will be

notified on or before the ### March 2024. Applications after these dates will be notified after ### March 2024 if places are available.



2.7. Inaccurate or false information on the application form may result in the place being withdrawn.

### 3. Published Admission Number (PAN)

3.1. For September 2024, DUTC will operate the following PAN: Year 9 - 150

students. If fewer Year 9 applicants than the PAN are received, all applicants will be admitted.

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

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

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

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

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

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

### 5. Oversubscription Criteria

5.1. If the number of applicants to DUTC for Year 9 entry is at, or below, the PAN, as detailed in paragraph 3.2 of this policy, all applicants will be admitted.

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

- Preferences will be sorted in the priority order of the criterion outlined below.
- Should there be insufficient places available within each criterion, places will be allocated by Random Allocation under each specialism, which will be supervised by someone independent to the UTC.

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

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

#### c) Trust Partner Schools

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

**SHAPING CAREERS  
FORGING FUTURES**

- Hungerhill School
- Kirk Sandall Infants and Junior Schools
- Dunsville Primary School
- Barnby Dun Primary Academy
- West Road Primary Academy

d) Siblings Students with a sibling<sup>i</sup> living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc., all will be admitted.

e) Students who are ordinarily resident<sup>ii</sup> in the catchment area. Students living within the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.

f) Students who are ordinarily resident<sup>iii</sup> outside of the catchment area. Students living outside the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.

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

## 6. Academic entry criteria for Year 12

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

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

6.2. In addition to these academic entry/progression criteria, the UTC may also stipulate additional academic criteria for some subjects where relevant for the course they are entering. This will be stipulated on Doncaster UTC's website.

6.3. If students meet the general academic entry requirements for the school but not for their chosen course or courses, they will be offered a conditional offer for courses for which they have met the academic standard.

6.4. Places will be conditional until evidence of results have been obtained (typically a results statement).



## 7. Waiting List Provision

7.1. Where DUTC receives more applications for places than there are places available, DUTC will maintain a waiting list until the end of the first term of the year of entry (31st December). This will be open to any parent/carer who requests that their child's name is placed on it following an unsuccessful application.

8.2. Vacant places under specific specialisms will be offered from the waiting list as and when available (in accordance with the published criteria).

7.3. To be entered onto the waiting list for Year 12, students must have met/be predicted to meet the entry criteria.

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

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

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

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

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

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

8.5. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a young person who would 'normally' be a Year 8 or 11 child for a Year 10 or Year 12 place will be considered alongside applications for Year 10 and Year 12.

## 9. Appeals

9.1 All unsuccessful applicants for places at DUTC have the right of appeal to an independent admission appeals panel. The appeals process will comply with the School Admission Appeals Code. 9.2.

Parents/carers will be provided with information about how to appeal in the letter informing them that the application has been unsuccessful.



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

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

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



## Admission Arrangements 2024/2025 School Year

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

### General Statement

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

### Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school consults with the LA and has set an admission number of **280**.
- 4 Where places are offered in excess of the admission number these are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Expressing A Preference

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

### Closing Date For Receipt Of Parental Preferences

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

## Eligibility For A Place At School - Oversubscription Criteria

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

e) **Proximity**

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

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

Measurements will be made using ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

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

## **In Year Transfers**

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



## **Allocation Of Places**

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

## **Admission To Sixth Form**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
- 25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.
- 26 Priority is given to applications from pupils in year 11 already at the school.
- 27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

## **Independent Appeals**

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

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

### **Further Information**

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

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## Explanatory Notes

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

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

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

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

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

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

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

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

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

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

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

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

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

Hawthorn Primary School	Hatchell Wood Primary Academy
Lakeside Primary School	Atlas Academy
Bessacarr Primary School	Willow Primary School

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

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



## **Admission Arrangements for Hungerhill School, a Specialist Centre for Science, Mathematics and Computing 2024/2025 School Year**

- 1 This is the admission arrangements for the 2024/2025 school year for Hungerhill School.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at Hungerhill 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, Hungerhill School becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its pyramid schools. The pyramid of schools which form part of the pyramid provision are Barnby Dun Academy, Dunsville Primary, Kirk Sandall Junior, Edenthorpe Hall Primary and Canon Popham Primary Schools. Some of these schools also form part of our trust, Brighter Futures Learning Partnership Trust. The Trust members are Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infants, Kirk Sandall Junior and West Road Primary Academy. The aims of the Trust are to increase the life chances of all young people in the community by working together to provide the best possible learning experiences for children and young people in the partner schools; to address barriers to learning of all kinds; to ensure children and young people in the community are fit and healthy. It is important that the admission arrangements for Hungerhill School take into account the need to offer a place, as far as possible, to all children who attend one of our pyramid primary schools and where possible our Trust.

### **Admission Number**

- 4 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, Hungerhill School consults with the LA and has set an admission number of 224.

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

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

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

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

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

Late applications are processed in accordance with the relevant CAS.

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

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

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

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

b) **Catchment Area**

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

For applications for the year of entry received by the closing date for applications, 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) **Pyramid Partner Schools**

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

**d) Brighter Futures Learning Partnership Trust Schools**

Children attending one of Brighter Futures Learning Partnership Trust schools (Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infant, Kirk Sandall Junior and West Road Primary Academy) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**e) Siblings**

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

Where there are 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.

**f) Proximity**

Children who live nearest to the requested school 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 reception of Hungerhill 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 The School**

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

**Unsuccessful Applications**

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

**Waiting Lists**

12 Pupils will be added to the waiting list(s) of schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls

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

### **In Year Transfers**

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's Common Application Form for In-Year Admission. The deadline for applications is Friday at 5.00pm.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply<sup>v</sup>.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 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 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.
- 24 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

## **Explanatory Notes**

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

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

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

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

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

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

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

iv **Ordinarily Resident**

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

v **Specific Circumstances For Refusal**

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



# THE MCAULEY CATHOLIC HIGH SCHOOL ADMISSION POLICY 2024-25

**THE MCAULEY CATHOLIC HIGH SCHOOL** was founded to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 240 pupils to year 7 in the school year which begins in September, 2024.

## **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 a Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## **Oversubscription Criteria**

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority: Note – in every category siblings are given higher priority***

1. Catholic looked after and previously looked after children. (notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely, Our Lady's, Armthorpe • St Francis Xavier, Balby • Our Lady's, Bentley • St. Peter's, Doncaster • St. Mary's, Edlington • St. Patrick's, Harworth • St. Joseph's, Retford • St. Joseph's, Rossington • Holy Family, Stainforth • Our Lady of Mount Carmel, Wheatley Hills • St Joseph's & St Theresa's, Woodlands
3. Other Catholic children (i.e. those attending non-Catholic Schools or Catholic Schools in another area).
4. Other looked after and previously looked after children. (note 2)
5. Catechumens and members of an Eastern Christian Church. (notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the application will be placed at the top of the category in which the application is made.
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above.
- (iii) Children who attend a Feeder Catholic primary school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) and (ii) above"

## **Tie Break**

### **Proximity**

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

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

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>1</sup>, you **must** complete a Common Application Form [(excluding admission to year 12)]<sup>2</sup> available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to The McAuley Catholic High School c/o Admissions Clerk by December 31<sup>st</sup>.

You will be advised of the outcome of your application on 1<sup>st</sup> March or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 or 6, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31<sup>st</sup> October 2023.**

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### **Late Applications<sup>3</sup>**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Admissions Clerk, McAuley Catholic High School, Cantley Lane, Doncaster, DN3 3QF) at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until [insert date being the last day of the summer term]

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting [insert name and address].

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

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.
-

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

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

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those Catholics who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and 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.

8. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
- A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.
- Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.
9. 'brother or sister' includes:
- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.
10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

### **Appeals**

Appeals against the Governing Body's decision to refuse an admission If a place is not available, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the DFE Admission Appeal Code will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants. Normally, appeal hearings will be held within 30 school days of the appeal being lodged. If a place is not available parents will be informed within one week of their right to appeal.

**Signed** \_\_\_\_\_ **Chair of Governing Body**

**Date** \_\_\_\_\_

**Review date** \_\_\_\_\_

## **Admission Arrangements for Outwood Academy Adwick and Outwood Academy Danum 2024/2025 School Year**

1 Outwood Grange Academies Trusts the Admission Authority for Outwood academies. The admission number for the academies for years 7 to 11 has been determined for 2024/25 as:

Outwood Academy Adwick 210

Outwood Academy Danum 240

### **General Statement**

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

### **Published Admission Number**

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

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

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

### **Expressing A Preference**

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

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

7 The closing date for receipt of preferences for the year of entry is 31 October 2023. Late applications for the year of entry are processed after those received by the closing date.

### **Announcement Date for Parental Preferences**

8 For those applications received by the closing date noted in 7 above, emails and letters will be sent to parents on 1 March 2024.

## **Admission Policy 2024/2025**

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

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

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

a) Looked After Children and all previously Looked After Children

b) Catchment Area

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

c) Siblings

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

d) Link Schools

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

e) Proximity

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

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

11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 1 March 2023.

### **Waiting Lists**

12 For the year of entry, pupils will be added to the waiting list(s) of schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2024.

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 the LA receive written confirmation of the vacancy.

### **In Year Transfers**

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

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

16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

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

18 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.

19 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.

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

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



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

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

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

### **Allocation Of Places**

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

### **Independent Appeals**

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

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

### **Explanatory Notes**

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

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

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

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

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

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

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

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

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

### **Ordinarily Resident/Residence**

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

### **List of Link Schools**

#### **Outwood Academy Adwick**

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

#### **Outwood Academy Danum**

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

### **Specific Circumstances For Refusal**

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

### **General Information**

#### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their

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

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

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:- Telephone: 01302 736000 Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

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### **General Statement**

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### **Published Admission Number**

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

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

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

### **Expressing A Preference**

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

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

7 The closing date for receipt of preferences for the year of entry is 31 October 2023. Late applications for the year of entry are processed after those received by the closing date.

### **Announcement Date for Parental Preferences**

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## **Admission Policy 2024/2025**

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c) Siblings

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

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

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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 the LA receive written confirmation of the vacancy.

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

- a. where the Headteacher in consultation with the LA considers that the pupil should be admitted earlier in the circumstances of the case, or;
- b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
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21 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

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

### **Allocation Of Places**

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

### **Independent Appeals**

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

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

### **Explanatory Notes**

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

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

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

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

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

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

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

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

### **Ordinarily Resident/Residence**

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

### **List of Link Schools**

#### **Outwood Academy Adwick**

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

#### **Outwood Academy Danum**

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

### **Specific Circumstances For Refusal**

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

### **General Information**

#### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their



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

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

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:- Telephone: 01302 736000 Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)



RIDGEWOOD  
SCHOOL

**Admission Arrangements for  
Ridgewood School  
2024/25**

**Admission Arrangements for Ridgewood School:  
The Academy @ Ridgewood Trust  
2024/2025 School Year**

- 1 The Governing Body (GB) of The Academy @ Ridgewood Trust is the Admission Authority for the school, and only they are able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able determine eligibility for places.

**General Statement**

- 2 Traditionally, 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, who will have a defined relationship with the school. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the school sets an admission number which, for 2024/25 is **240**.
- 4 Where places are offered in excess of the admission number these are offered by decision of the Governing Body against specific criteria. Those criteria listed in the oversubscription criteria are dealt with in the criterion order given.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

**Expressing A Preference**

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

**Closing Date For Receipt Of Parental Preferences**

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

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

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

d) **Children who are pupils of Primary Schools in a defined relationship with Ridgewood School: The Academy @ Ridgewood Trust, supported by a Memorandum of Understanding**

Children who are pupils of such schools, with a Memorandum of Understanding current as at 1 September 2023, having been on roll at that school on the closing date for applications, and having attended that school continuously for more than one calendar year.

**Primary Schools currently in this category**

Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary, Scawsby Saltersgate Junior

e) **Proximity**

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

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.

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

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

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criterion order given above and will operate until the end of the autumn term.

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

### **In Year Transfers**

- 13 Applications for in year transfers will be considered in accordance with the policy and practice of Ridgewood School: The Academy @ Ridgewood Trust and with the LA's CAS. Notification of the offer of such a place will only be made once agreed between the school and the LA.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration by the school in line with the LA's CAS and relevant policy and practice.
- 15 After such consultation a pupil will normally be deemed eligible for a school place if there are sufficient places, unless specific circumstances apply.
- 16 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 9.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is offered under the above approach (14-16), the school will, within two weeks of the decision that an offer of a place is agreed, determine a start date, unless circumstances under point 15 above apply.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the school. Circumstances beyond the parent's control, e.g. movement into/within the Borough, to take up residence in the catchment area, may be considered highly relevant in determining the approach to any individual case, though this is discretionary.
- 20 Pupils are normally required to start at the school on the start date offered. Where circumstances oblige, this can be within two weeks of that date. Places cannot be held open beyond this period. Applicants must be in a position to take up a place within the relevant stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been a significant and material change to either the families or the schools circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DFE requirements pupils may be admitted with reference to any Fair Access Protocol in which the school is an active participant at the time, outside of the normal admission arrangements noted above. This would be only following full negotiation, due process, and agreement between the LA and the school (paragraph 1 above applies).

## **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school, the LA, in line with its CAS will offer a place at an alternative school as appropriate.

## **Admission To Post 16 Provision**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry requirements for Post 16 Provision.
- 25 Priority is given to applications from pupils in year 11 already at the school.
- 26 External pupils can, and it is envisaged will be, admitted to the Post 16 provision. If there is a need to limit the admission number for external applicants this limit will be set in light of the pupil number parameters notified by the EFA. If there are more applicants who meet the minimum academic entrance requirements than there are places, the school will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted from this external cohort, the criteria set out in section 9 above will be applied, as will the availability of places on specific courses applied for.
- 27 The closing date for external sixth form applications in the normal application round is 26 January 2024.

## **Independent Appeals**

- 28 If a place is not offered at the school parents, and in the case of Post 16 the student, have the right to appeal to an Independent Appeal Panel. Details of the procedure will be sent to parents/students who indicate their intention to appeal.
- 29 Parents/students who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

### **Further Information**

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

## **Explanatory Notes**

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

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

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

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

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

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

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

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

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

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

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

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

### **vi Schools with current Memorandum of Understanding defined relationships with Ridgewood School: The Academy @ Ridgewood Trust**

Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary and Saltersgate Junior schools.

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

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, and following discussion and agreement between the School and the Local Authority.



## Admissions Policy 2024-25

### Introduction

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

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

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

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

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

The admission number for 2023-2024 is **150** and children will be admitted during the Autumn term prior to their 12<sup>th</sup> birthday.

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

### Making an Application

1. Applications are made online.
2. To support your application to The Rossington All Saints Academy, you may need to complete the **Supplementary Information Form**. This is not an application form for admission to academy but will be used by the academy when applying the admissions criteria.
3. The online form should be submitted by 31 October. The **Supplementary Information Form** (if applicable), should be sent directly to the school.

### Criteria For Admission

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

### Oversubscription Criteria

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



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

#### Tie Breaker

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

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

#### **Definitions**

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

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

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption

orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

#### Definition 2 - Parent/Carer

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

#### Definition 3 - Regular Church Attendance

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

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

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

#### Definition 4 – Churches Together in England

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

Member churches:

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

#### Definition 5 - Place of Residence

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

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

#### **Late Applications**

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

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this academy when the child has been refused admission .
2. A vacancy only arises when the number of offers to the academy 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 academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the academy, they will be placed on the list, above those with a lower priority.
6. The waiting list will be held until the end of the autumn term in the year of entry.

### **False Information**

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

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

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 Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
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.

<b>Document Title</b>	<b>Admissions Policy for Entry to School 2024/25</b>
<b>Author/Owner (Name and Title)</b>	Executive Director
<b>Version Number</b>	V1
<b>Date Approved</b>	Under consultation
<b>Approved By</b>	Board of Trustees

<b>Policy Category</b>  (Please Indicate)	<b>1</b>	Trust/Academies to use without amendment
	<b>2</b>	Academy specific appendices
	<b>3</b>	<b>Academy personalisation required (in highlighted fields)</b>

#### Summary of Changes from Previous Version

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note/Summary of Revisions</b>
V1	November 2022	DJA/DHO	Updated key dates for Admissions into the Academy September 2024

# Admissions Policy for Entry to School 2024/25

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

**Admissions Authority: Maltby Learning Trust**

## SCHOOL ADMISSIONS CODE 2021

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and offered in an open and fair way. The Code has the force of law, and where the words '**must**' or '**must not**' are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

## HOW ADMISSIONS WORK

In summary, the process operates as follows:

All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years.

Consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31 January** of the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, consultation **must** be completed by 31 January 2023. This consultation period allows parents, other schools, religious authorities, and the local community to raise any concerns about the proposed admission arrangements.

Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements **must** be referred to the Adjudicator by **15 May** in the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, objections **must** be referred to the Adjudicator by 15 May 2023.

Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The Local Authority will collate and publish all the admission arrangements in the area in a single composite prospectus.

In the normal admissions round parents apply to the Local Authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the Local Authority where the child lives. A parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a

school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the Local Authority.

Secondary Applications: All preferences are collated and parents then receive an offer from the Local Authority at the highest preference school at which a place is available. The offer is made on National Offer Day – this is **1 March** for secondary schools (or the next working day where 1 March falls on a weekend or bank holiday), in the year in which the child will be admitted.

Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child. Further information is available on the Local Authority website:

Further information is available on:

Doncaster Local Authority website [School admissions - Doncaster Council](#)

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

## DETERMINING ADMISSION ARRANGEMENTS

Admission authorities are responsible for admissions and **must** act in accordance with the Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

## PUBLISHED ADMISSION NUMBER (PAN)

As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group'. (Relevant age group is the first year of entry – Year 7 in a secondary school).

Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the Local Authority (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult where they propose a decrease to the PAN.

Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

Admission authorities **must** notify their Local Authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the Local Authority in good time to allow the Local Authority to deliver its co-ordination responsibilities effectively.

Admission authorities may also admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## OVERSUBSCRIPTION CRITERIA

The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose Education, Health and Care Plan names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of the Code).

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in the Code, to looked after children and all previously looked after children, 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 as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear, and fair tie-breaker to decide between two applications that cannot otherwise be separated.

The Trust Board of an Academy Trust is the Admissions Authority for the schools within their Trust. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Doncaster Local Authority on behalf of the Governing Body / Trustees.

## SECONDARY ACADEMIES - CLOSING DATE FOR RECEIPT OF APPLICATIONS

For Admission to Secondary School in 2024, the Government has deemed that the National Closing Date for receipt of applications will be **31st October 2023**.

Parents/carers should submit their secondary school application by **31 October 2023**.

## HOW TO APPLY FOR A SECONDARY SCHOOL PLACE

Parents of **children resident in Doncaster** MUST apply via Doncaster Authority.

However, for Looked After Child, the application must be submitted by the social worker via the Local Authority responsible for the child's care rather than the foster carer.

Doncaster Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website.

Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Local Authority Admissions Team to request a paper copy.

## PUBLISHED ADMISSION NUMBER (PAN)

### SECONDARY ACADEMY - THE PUBLISHED ADMISSION NUMBER FOR ENTRY TO YEAR 7

<b>Academy</b>	Sir Thomas Wharton Academy
<b>PAN</b>	210

Where the Published Admission Number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on the date specified below, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies"). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

#### **Secondary Academies - 31<sup>st</sup> October 2023**

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

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

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

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

#### **Doncaster School Catchment Areas:**

[School catchment areas - Doncaster Council](#)

## ADMISSIONS CRITERIA

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

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

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

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



- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 31<sup>st</sup> October 2023, live in the catchment area of this school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of this school in Y8-11 (Secondary) at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 3 Children who, on 31<sup>st</sup> October 2023, live in the catchment area of the school as defined by the Local Authority (see note (b) below)
- 4 Children who, on 31<sup>st</sup> October 2023, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 (secondary) at the start of the academic year 2024 (see note (c) and (d) below)
- 5 Children who, on 31<sup>st</sup> October 2023, are on the roll of one of our associated/link primary/junior/junior and infant catchment area schools as identified by the Authority. (see note (f) below)
- 6 Children who, on 31<sup>st</sup> October 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

## NOTES

- a) A 'relevant looked after child' is a child that is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the Local Authority has confirmed will still be looked after at the time when he/she is admitted to the school.  
Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b) Places will be allocated based on your residential address on **31<sup>st</sup> October 2023**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/Council Tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
  - brother/sister to be permanently resident at the same address.
  - stepbrother/stepsister to be permanently resident at the same address.
  - half-brother/half-sister to be permanently resident at the same address.
  - brother/sister who do not live at the same residence but, who share the same parents.

- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

- d) Children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on 31<sup>st</sup> October 2023.
- e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- f) Associated/Link Primary Schools

Below is a list of our catchment area and associated/link Primary, Junior and Junior and Infant Schools.

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

## WAITING LISTS

On the National Offer Day of 1<sup>st</sup> March 2024 (Secondary) the Admissions Team will establish a waiting list for Secondary schools in Doncaster where the number of applications for those schools has exceeded the available places for entry into Year 7 (Secondary).

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2024 when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

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

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

### Secondary Academy:

	<b>Sir Thomas Wharton Academy</b>
<b>Year 8</b>	210
<b>Year 9</b>	210
<b>Year 10</b>	210
<b>Year 11</b>	210

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. Further information and the relevant application form is available on the Local Authority website.

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

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

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

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

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

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

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

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1<sup>st</sup> May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body/Trustees (as the Admissions Authority) by the Local Authority Admissions Team. The Academy will contact you prior to your child's admission and inform you of arrangements for any visits and transition etc.

It should be noted that it is the Local Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

## INFORMATION ON APPEALS

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

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

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

## GENERAL INFORMATION ON APPEALS

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

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

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

If a parent does not attend the appeal or is not represented by another person, the hearing may be held, and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Further information is available on the Local Authority websites.



The Hayfield School

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

Policy Title	Admissions Policy 2024/25
Date ratified by Trustees Board	February 2023
Signed by	M Huby Chair of Trustees
Effective date	February 2023
Review frequency	Annual
Review date	February 2024

• *Kindness* • *Decency* • *Strong Work Ethic* •

## **Admission Arrangements 2024/2025 School Year**

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

### **General Statement**

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

### **Admission Number**

3. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, The Hayfield School consults with the LA and has set a Pupil Admission Number (PAN) which is currently **210**.

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

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

### **Expressing a Preference**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **f) Proximity**

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

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

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

Measurements will be made using a computerised programme.

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

10. Decisions will be sent 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. Please see the LA website for more details.

#### **Waiting Lists**

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

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

#### **In Year Transfers**

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

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



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

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

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

19. 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.

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

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

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

### **Allocation Of Places**

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

### **Independent Appeals**

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

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

## **General Information**

### **False Information**

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

### **Multiple Addresses**

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

### **Further Information**

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

Telephone: 01302 737204 or 01302 737234

Address: Admissions and Pupil Services, Civic Building, DoncasterDN1 3BU

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

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

## **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 for the year of entry.

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

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

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

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

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

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

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

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

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

#### **vi List of Pyramid Schools**

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

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

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



# Admissions Policy

Responsibility for review:  
Effective date:  
Review date:

# Admission Arrangements for The Laurel Academy

## 2024/2025 School Year

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

### General Statement

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

### Admission Number

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

### Expressing A Preference

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

### Closing Date For Receipt Of Parental Preferences

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

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

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

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

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

b) **Catchment Area**

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

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

c) **Siblings**

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

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

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

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

e) **Proximity**

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

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

Measurements will be made using ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

12 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place

does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

### **In Year Transfers**

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

### **Allocation Of Places**

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

### **Independent Appeals**

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

## General Information

### False Information

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

### Multiple Addresses

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

### Further Information

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

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## Explanatory Notes

### i Common Application Form (AF)

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

### ii Common Transfer Form (TF)

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

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

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

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

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

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

### v Ordinarily Resident/Residence



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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.

vi **List of Link Schools**

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

vii **Specific Circumstances For Refusal**

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



**TRINITY ACADEMY**

**ADMISSIONS & APPEALS POLICY**

Reviewed:  
Governors approved:  
Next review:

## **Admission arrangements approved by Secretary of State**

1. The admission arrangements for Trinity Academy for the year 2024-2025 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Academy has an agreed admission number of 240 students in Years 7-11 and 224 students in Years 8-11, and 350 students in Years 12 and 13 combined. Trinity Academy will accordingly admit at least the agreed number of students in the relevant age group each year if sufficient applications are received;
  - b) The Academy may set a higher admission number than its published admission for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult Doncaster LA, other relevant admission authorities and governing bodies. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State;
  - c) The Academy will exercise no selection policy on the basis of academic ability or aptitude for the specialism.
2. Trinity Academy will use the following timetable for applications each year (exact dates within months may vary from year to year);
  - a) September: The Academy will publish in its prospectus information about the arrangements for admission the following September, including over subscription criteria, (e.g. in September 2023 for intake September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which the Doncaster Common Application Form (CAF) must be returned to the LA. Trinity Academy will also provide information to the LEA for inclusion in the composite prospectus, as required;
  - b) September: The Academy will hold its open evening for Year 6;
  - c) 31st October: Closing date for application forms (Common Application Form to be received by Doncaster LA and Trinity Application Form);
  - d) December to February: Applications are considered in consultation with Doncaster LEA and any other admissions authorities in relation to general strategic planning for admissions;
  - e) 1st March : Offers of places notified in writing to parents;
  - f) May to June: Independent appeals.

This timetable seeks to harmonise arrangements with those of the Doncaster LA and as developed within the Admission Forum for Doncaster. In this way, it is intended to secure a coordinated approach to admission for parents and students.

### **Consideration of applications**

1. Trinity Academy will consider all applications for places where fewer than 240 in year 7 (224 in Year 8-11) applications are received. The Academy will offer places to all those who have applied.
2. Notwithstanding clause 3 above, Trinity Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been permanently excluded from two or more schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reach

compulsory school age do not count for this purpose. Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.10 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct Trinity Academy to admit such a student and that direction shall be binding.

### **Procedures where the Academy is oversubscribed**

1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out:
  - a) "Children Looked After" or Previously "Looked After Children";
  - b) Those students permanently resident in the Academy catchment area who express a preference;
  - c) Those students whose siblings (including step children, half-brothers/sisters and foster children living in the same address) will already be on the Academy roll in the September of their proposed entry;
  - d) Those students with social and/or medical reasons for attending the Academy, which in the latter circumstances, are substantiated by the Doncaster Authority's medical advisers and accepted by the Academy;
  - e) Those students whose home front entrance door is closest to the Academy front entrance.
2. Notwithstanding the provisions of paragraphs a-e, the Secretary of State may direct Trinity Academy to admit a named student on application from an LA. The Secretary of State shall in such circumstances consult with Trinity Academy before making such a direction and have regard to its comments.

### **Catchment area**

The Academy catchment area will include the following primary schools:

- Thorne Brooke Primary
- Thorne Green Top Primary
- Thorne King Edward Primary
- Thorne Moorends Marshland Primary
- Thorne Moorends West Road Primary

Detailed listings of the streets within the catchment area are available in the event of difficulty in defining eligibility. Should you require further details, please contact Doncaster Council.

The catchment area for post-16 students has been extended to students who live within a reasonable daily travelling distance from the Academy.

### **Operation of waiting lists**

1. Where in any year Trinity Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

2. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5 of this annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
3. Children applying to go into other year groups will be admitted if there are places available. Parents refused a place in other year groups, including Sixth Form, also have a statutory right of appeal.

### **Arrangements for the admissions appeal panel**

Parents will have the right of appeal to an independent Admissions Appeal Panel if they are dissatisfied with an admission decision of Trinity Academy. The panel set up by the Board of Directors in accordance with the relevant Admission Appeal Code for such appeals will hear all the cases submitted in writing by parents to the Academy. Any such appeal will be processed in accordance with the requirements of the same code.

### **Arrangements for admission to post-16 provision - where appropriate**

Admissions to Sixth Form will be made on the basis of students meeting the academic requirements set down from time to time in relation to precise course selections. External students will be admitted to the Sixth Form. The academic requirements for individual courses will be set out in the published admissions arrangements each year.

Year 11 students in the Academy will be interviewed regarding their intentions for a possible Sixth Form place during Year 11. Formal application and registration will follow the publication of examination results in the summer. External applicants will be able to visit the academy and apply by arrangement.

### **Policy and procedure for selection to Sixth Form (Years 12-13)**

#### **Policy**

1. There is no catchment area/admission zone restriction but the Academy must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in Academy life and studies.
2. Applicants' performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form course.
3. The DfE has determined that funding for entry into Year 12 is limited to 220 students (subject by annual review) and preference will always be given to students who have completed their Year 11 in Trinity Academy.
4. The Principal must be satisfied that each successful applicant is sufficiently motivated to succeed within the ethos of the Academy. This determination must also be reflected in the support demonstrated by his/her parents(s) or guardian(s) to each and all of these factors.
5. Those refused a place have a statutory right of appeal.

#### **Procedure**

Internal applicants will give early indication of their desire to enter the Sixth Form in Year 11. External applicants are also invited to apply, usually in Year 11, but can only be offered places conditional upon

spaces being available after existing students have been catered for. Confirmation of acceptance will only be made, therefore, once GCSE results are known and existing students' applications have been processed.

A variety of information events will be held during the year, including a Year 11 to Year 12 pathways evening for Trinity students and informal visits at other times can be arranged by appointment. There will also be an open evening for students coming from outside the Academy, (date to be announced). The academic requirements for individual courses will be set out in the published admissions arrangements each year and these details will be made available for those wishing to consider a place in Year 12 (September 2024) during the academic year 2023-2024.

### **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).

## Admissions Policy 2024/25

### School Background

**XP EAST** is a secondary mainstream 11-19 academy in Lakeside, Doncaster, situated next to XP, and is a member of the XP SCHOOL MULTI-ACADEMY TRUST.

We base our practice on the extremely successful schools of High Tech High, San Diego ([www.hightechhigh.org](http://www.hightechhigh.org)) and Expeditionary Learning schools across the USA ([www.elschools.org](http://www.elschools.org)) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences. There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP EAST is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.

XP EAST will open with Year 7 entry in September 2020, completing in September 2021 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2021. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits. The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP EAST is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP EAST is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.

## **Size of school and appeals**

XP EAST is a deliberately sized school, which 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 one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP EAST must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

## **Application Process**

XP EAST is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives. Full details of the application process are available in the local authority Secondary Admissions Booklet. Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## **Published Admissions Number**

XP EAST has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year. All applicants will be admitted if fewer than 50 applications are received.

## **Special Educational Needs**

Children with an Education Health and Care Plan (EHCP) where XP EAST is named in the plan will be admitted to XP EAST.

## **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 XP EAST, the oversubscription criteria will be:

1. 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 of staff and governors 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.
3. Children with a sibling who is attending or has attended XP EAST or XP. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64

## **Applications for sixth form**

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils. XP EAST will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 'capacity'), with pupils being admitted to Year 12 in 2023. If fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.

There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.

### **Admissions criteria**

XP EAST will admit any pupils with a statement of Special Educational Needs whose statement names XP EAST and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification: These are:

For level 3 courses: 5+ A\*-C grades at GCSE

For level 2 courses: 5+ A\*-E grades at GCSE

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed Course requirements are published annually on the school's website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

1. 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 of staff and governors 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.
3. Children with a sibling who is attending or has attended XP EAST or XP. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64

## **Tie-break**

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

## **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, parents may request that their child is placed on the school's waiting list.

## **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. XP EAST will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.



## Admissions Policy 2024/25

### School Background

XP School (Doncaster) is a 11-19 secondary academy in Doncaster.

We base our practice on the extremely successful schools of High Tech High, San Diego ([www.hightechhigh.org](http://www.hightechhigh.org)) and Expeditionary Learning schools across the USA ([www.elschools.org](http://www.elschools.org)) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences.

There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

XP opened with Year 7 entry in September 2020, completing in September 2021 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2021. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits.

The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.



XP is a deliberately small school, which 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 one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

### Application Process

XP is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority Secondary Admissions Booklet.

Inaccurate or false information on the form could result in the place being withdrawn.

We will operate in keeping with the local authority's Fair Access Protocol.

### Published Admissions Number

XP has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 50 applications are received.

### Special Educational Needs

Children with an Education Health and Care Plan (EHCP) where XP is named in the plan will be admitted to XP.

## 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 XP, the oversubscription criteria will be:

1.  
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 on the Parent Group list. As XP was created through the Free School process, dispensation has been granted from the Secretary of State to prioritise the admission of children whose parents made a significant contribution to the application, set up and running of the school, as set out in Charity Law.
3.  
Children of staff and governors 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.
4.  
Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
5.  
Children living within the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64
6.  
Children living outside the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64

## Applications for sixth form

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils.

XP will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 'capacity'), with pupils being admitted to Year 12 in 2020.

If fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.



There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.

## Admissions criteria

XP will admit any pupils with a statement of Special Educational Needs whose statement names XP and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification:

These are:

For level 3 courses: 5+ A\*-C grades at GCSE

For level 2 courses: 5+ A\*-E grades at GCSE

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

1.

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 of staff and governors 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.

3.

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

4.

Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64





5.

Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64

## Tie-break

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

## 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, parents may request that their child is placed on the school's waiting list.

## 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.

XP will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.

Last Updated:

Verified by:

Review Date: 01/02

