



# Sheffield Springs Academy

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## Admissions Policy

<b>Date first published</b>	September 2021
<b>Version</b>	1
<b>Last Approved</b>	September 2021
<b>Review cycle</b>	Yearly (September 2022)

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## Sheffield Springs Academy Admission Arrangements for the Academic Year 2021/22

### 1. Aims of the policy:

- To have clear procedures for the admission and induction of pupils to Sheffield Springs Academy.
- To ensure that the experience of becoming a pupil at Sheffield Springs will be a welcoming and pleasant one supported by all staff.

### 2. Admission Arrangements and criteria

Sheffield Springs Academy operates within the statutory School Admissions Code. The Academy's admission arrangements include oversubscription criteria and other detailed information that explains how the Academy manages this function.

Although Sheffield Springs Academy has a Christian foundation, it is not designated as a 'faith school'.

The Academy has an agreed admission number of 210 (PAN) and will accordingly admit at least 210 pupils in the relevant age group each year if sufficient applications are received.

#### **NEW: Updated School Admissions Code (May 2021) following DFE Consultation: Statutory variation required for Admissions Policies 21/22 and 22/23**

The DFE launched a consultation on changes to the School Admissions Code last summer. The outcome of the consultation has now been published and a revised School Admission Code is due to come into force for September 2021, subject to Parliamentary approval (not expected to be withheld). The DFE are expected to issue further guidance during the second half of the summer term.

The revised Code requires children who have been adopted from state care outside of England to be given equal first priority along with Looked after Children (LAC) and previously Looked After Children (PLAC). Please see page 3 of this guidance note for suggested specific wording.

Other changes in the revised code include:

- tighter requirements surrounding the communication of arrangements for in-year admissions, with a key date of 31 October 2021 given for when such information needs to be available on school websites;
- more detailed information regarding admissions of service children; and
- an update to the groups covered by Fair Access Protocols to bring more vulnerable children into these arrangements.

The changes relating to the LAC and PLAC children from outside of England require all schools to vary their Admissions Policies for 21/22 and 22/23 to reflect this change, otherwise they will no longer comply with the Code. As such, all academies must make the necessary variations to the admission arrangements for 21/22 and 22/23 ensuring these are appropriately noted by governors. Variations will be conditional on the Code passing through its Parliamentary process (i.e. expected on or around 1 July 2021). If any variations are agreed before then, they must be expressed to be conditional on the Code passing through Parliament. All such variations should come into effect on 1 September 2021. ESFA consent is not needed to make these variations as the amendments are required to give effect to a mandatory requirement of the 2021 Admissions Code.

### 3. The Application process

Sheffield Springs Academy participates in the 'Coordinated Scheme' operated by the local authority, Sheffield City Council. There is no separate application for to complete.

The admission authority must keep a clear record of any decisions on applications, including in-year applications. Where it is not possible to convene a face-to-face meeting of a governing or the admissions committee (where applicable) in order to make a decision on an application, decisions made 'virtually'. Provided members are 'present' – for example via telephone or video conference.

### **Applications for entry to Year 7 – Parents of Year children applying during Y6 for a place in Y7**

Parents apply for a place for their child by completing the local authority's Common Preference Form and return it to the local authority by the published deadline. The National Secondary Offer Day is 1<sup>st</sup> March 2022 and , on that day, the local authority sends out communication notifying parents of the school where their child has been allocated a place.

If the number of applications for admissions is greater than the PAN (210) the following process occurs:

#### **NOTE: THE POLICY OF FAIR BANDING WILL NOT BE APPLIED**

Following the allocation of places to children who have an Education, Health and Care (EHC) Plan which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

#### **(i) Priority One**

##### **Children in Public Care (Looked After)**

The highest priority must be given 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 arrangements order or special guardianship order). This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. (Paragraph 1.7 of the Code).

#### **(ii) Priority Two**

##### **Catchment area with Sibling**

Children who normally reside with a parent or person with parental responsibility in the catchment area and who will have a brother or sister at the preferred school on the day of admission will be considered next.

**The definition of a sibling for these purposes is given at (iv) below.**

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

**(iii) Priority Three**

**Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the catchment area, but who will not have a sibling at the preferred school at the point of admission will be considered next.

In the event of oversubscription, tie-breakers will be used as described below.

**(iv) Priority Four**

**Siblings**

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

1. a brother and / or sister
2. a stepbrother and / or stepsister (to include half brother/sisters)

and in both cases will be attending the preferred school at the point of entry.

**(v) Priority Five**

**Contributory Feeder School (Year 6 to Year 7 only)**

Applicants for a Year 7 place whose children attend a feeder primary school but do not fit into any of the above categories will be considered next.

***Parents are advised in the Composite Prospectus issued by Sheffield CYPD "A Guide for Parents" that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.***

Feeder Schools for Sheffield Springs Academy:

- Arbourthorne Community Primary School
- Gladless Primary School
- Manor Lodge Community Primary School
- Norfolk Park Community Primary School
- Prince Edward Primary School

**(vi) Priority Six**

**All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

**Tie Breakers**

Where more than one child is equally entitled to a place under any of the oversubscription criteria, a distance tiebreaker will be applied with priority being given to those living closest to the school. Distances are measured on a straight line basis from the address point of the child's permanent address to the address point of Sheffield Springs Academy, using a geographical information system. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application. The child's permanent address is where he or she normally lives

and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn and the application cancelled.

#### **4. Waiting Lists**

A waiting list will be maintained by Sheffield CYPD for transfer to secondary schools up until December 31<sup>st</sup> (Year 7). If there remains a waiting list after that date, the Academy will maintain the waiting list until the end of the academic year.

Priority on the waiting list will strictly be in accordance the oversubscription criteria.

#### **5. Appeals**

Parents/carers have a right of appeal to an Independent Admission Appeals Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for the appeal will be in line with the School Admission Appeals Code as published by the Department for Education. The determination of the appeal panel will be binding on all parties. We participate in the Local Authority Co-Ordinated Scheme for In Year admissions.

#### **6. Withdrawal of Places**

The offer of a place at the Academy may be withdrawn if:

- It has been offered in error;
- It is established that the offer was obtained through a fraudulent or intentionally misleading application;
- The parent/carer has not responded to the offer by 1st July 2022 nor responded to two written communications from the Academy.

#### **7. In-Year Admissions**

The In-Year application process is for parents applying for a school place during the academic year rather than at the usual transfer point of September entry into Year 7. The Local Authority (Sheffield City Council) coordinates the allocation of in-year places. Applications are made on the SCC's In-Year Application Form and can be filled in online or on paper and returned to the local authority. In-Year Admissions By 31 October 2021, own Admission Authorities and governing bodies must set out on their website how In-Year applications will be dealt with from the 1 November 2021 until 31 August 2022. In all subsequent years, they must set out by 31 August at the latest each year, on the school's website how in-year applications will be dealt with from the 1 September until the following 31 August. They must set out:

- how parents can apply for a school place;
- if they manage their own in-year admissions; ▪ access to a suitable application form for parents to complete (and a supplementary information form where necessary);
- when parents will be notified of the outcome of their application and details about the right to appeal;

If an academy wishes to be part of the local authority's in-year coordination scheme, they must notify the local authority of this by 1st October 2021 (for the in-year round ending August 22), and in all subsequent years by 1 August. By the same dates, participating academies must also provide the local authority with all the information that the local authority is required to publish on its website, including application forms. In such cases, the academy must also provide information on where parents can find details of the relevant scheme e.g., via links to the relevant section of the local authority's website. Where an academy chooses to

manage the in-year admissions process themselves, they must publish the in-year arrangements as set out above. On receipt of an in-year application, academies must notify the local authority of both the application and its outcome to allow the local authority to keep up to date figures on the availability of places in the area. Academies must also inform parents of their right to appeal against the refusal of a place. The 2021 Code is clear that parents must not be refused the opportunity to make an application or be told that they can only be placed on a waiting list rather than make a formal application. All academies must ensure hard copies of the information about in-year applications are provided on request for those who do not have access to the internet.