

A guide for parents

Entry into Primary School 2018/19

This booklet is for pupils entering Reception for the first time.

**You must apply by
15 January 2018**

Save Time - Apply online

The Reception Admissions Team can be contacted on (0114) 273 5766 or by email at ed-admissions@sheffield.gov.uk



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Introduction

Your child will be starting school. It is natural that you may find this an anxious time, as you will want to make the right decision in the best interests of your child.

This guide applies to all Community, Voluntary Controlled and Voluntary Aided schools in Sheffield, Academies and Broomhill Infant (Foundation) School. It is designed to explain the procedures for applying for a Reception place for your child.

Please read the guide, so that you understand what will be happening and when. If you are unsure about any part of the process, there are several places you can ask for help. These are listed in the guide. You can contact the Primary Admissions Team on 0114 273 5766. For more information about how to contact the team, see page 116.

Making an Application for a School Place

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Admissions - Top Tips

A high number of parents are offered a place at one of their preferred primary schools. To help you through the system we have produced the following top tips as a result of experience in previous years:

1. You must complete a Common Application Form (CAF)

If you do not complete a form or apply online you will not be offered a place at a Sheffield School. Places are not “reserved” at your catchment area school. If you do not make an application, you will not be offered a place.

2. Complete the Form by 15 January 2018

If you apply late, your application will be considered after all others so you will have less chance of obtaining a place at your preferred school. See page 112 for how late applications are processed.

3. Be realistic in expressing your preferences

You are free to apply for whichever school(s) you wish. You are strongly advised to read the information in this booklet. You need to work out where you are on the list of priorities for entry for each school you wish to consider. The Admissions team can help you with this. Please make informed choices.

4. Remember, whilst you can apply for any school, that does not mean that your child will receive a place there.

If a school is oversubscribed we have to apply the oversubscription criteria which are provided on page 8 of this booklet. These criteria determine which children

have priority for admission, please read and understand them. If you are applying for a Church Aided or Foundation School their criteria are also contained in the booklet.

5. Make sure you know who is making the decision about admissions

For Community and Voluntary Controlled Schools the City Council makes the decision. For Voluntary (Church Aided), Foundation Schools and Academies it is the Governing Body.

6. Consider your options carefully

The Authority cannot advise you to apply for your catchment area school. It can however advise you of the possible outcomes if you do not. If you do not include your catchment area school as one of your preferences and you are unsuccessful in obtaining a place at another school, you will not automatically be offered a place there.

If for example your catchment area school has become full with pupils whose parents applied there, you may be offered the nearest school to your home address that has available places. This may be some distance away. You may therefore want to consider applying for your catchment school as your second or third preference. The Authority does not guarantee places to catchment children.

7. Select three different schools

You are strongly advised to use all three preferences. Selecting a second and third preference does not weaken your first preference, it does however give you a possible fall back position if your first preference is unsuccessful. Do not

select the same school twice, it will not increase your chances.

8. Consider your ranking carefully

You will be offered a place at your highest ranked school with available places. If you are eligible for all three schools you will be offered the first ranked school. It is important therefore that you rank your schools carefully.

9. Previous years provide no guarantee

If any of your other children or neighbours obtained places at a school in previous years, that is no guarantee that the same outcome will occur for the year you are applying to. This can be affected by the number of children in the cohort and by application patterns in any given year.

10. Provide any additional information

You are responsible for providing supporting information for your application. This may include factors such as medical information from a relevant professional, family circumstances or any other factors that are relevant to you. There are no rules on this matter, if you think it is important include it in your application. See page 9 for more advice about tie breakers and providing information to support your application and how the Admission Committee will consider it.

11. We use a straight line measurement as a tie-breaker

We do not use bus routes or walking routes. This may change the school that you consider to be your nearest.

12. Keep all correspondence

Keep all letters you receive in relation to your application as you may need them at a later appeal.

13. Finally – ASK!

Our experienced team of Officers are here to help you. We know what an important time this is and we want you to

obtain a place at your preferred school. Contact details are provided on page 116.

Frequently Asked Questions

1. Is a place reserved for me at my catchment area school?

No, it is unlawful to reserve places. If you do not apply for your catchment school as one of your 3 preferences you have less chance of being offered a place there.

2. Am I guaranteed a place at my catchment school if I apply there?

No, places cannot be guaranteed even for catchment area residents. If we receive more applications than places, the oversubscription criteria and distance from home to school will be used as a tie-breaker.

3. Do I have a better chance by applying early?

No, all applications received up to the closing date will be considered equally.

4. What happens if my application is late?

You have less chance of receiving a place at one of the schools that you have applied for. For information on how the authority will deal with late applications, please see page 112.

5. Am I guaranteed a place at a primary school if I have another child there?

No, again there are no guarantees. Outcomes will depend on the number of applications received. Parents need to consider this carefully before making a preference.

6. Can I apply for just one school?

Yes you can but you are strongly advised to submit 3 preferences.

7. What if the school is oversubscribed?

If more applications are received than there are places we will prioritise places in the following order:

1. Children in Care or previously in Care
2. Catchment Area with Sibling
3. Catchment Area
4. Siblings of children refused a place at their catchment school
5. Siblings
6. Other applications

Church schools will do the same with their own criteria.

8. What happens if I am not offered a place at my first preference?

We will consider your second and third preferences and if possible offer a place at one of these. You will be placed on a waiting list for any higher ranked school where you have been refused a place.

9. What happens if I am offered none of my three preferences?

You will be offered a place at the nearest school to your home address that has available places. This may or may not be your catchment area school. You will be placed on the waiting list for any school for which you are refused admission for.

10. How does the waiting list work?

The waiting list starts on 16 April 2018 following allocation. Your position on the waiting list depends on the admission category you fall into, i.e. a "Sibling" category applicant will be higher than a "Other" category applicant.

The waiting list must be prioritised by admission category and not by the length of time spent on it. A late catchment area applicant will therefore automatically be placed above a "Sibling" category applicant.

The waiting list is maintained until the end of the summer term. If a place becomes available at a school it will be offered to the next pupil on the list.

11. How does the appeal process work?

You have an automatic right of appeal for any school for which you are refused admission. The appeal panel is independent of the Local Authority and has the authority to offer a place at a school that is "full". You will be notified of the appeal process if you are refused admission at any of your preferred schools.

12. If I appeal will I lose the place currently allocated to me?

No, a place at your allocated school will remain unless you secure a place elsewhere.

13. When and where are appeals heard?

If you appeal on time, appeals are normally heard in June and July. Appeals for Sheffield Schools are held at the Town Hall in the City Centre. You will receive further details if you appeal.

14. Where can I obtain further information?

There is a great deal of information available on the process and on individual schools, these are just a few examples:

1. Sheffield Local Authority Admissions website
<http://www.sheffield.gov.uk/pupiladmissions>
2. Advisory Centre for Education (Independent)
<http://www.ace-ed.org.uk/>
Telephone 020 7704 3370
3. OFSTED (School Inspections)
<http://www.ofsted.gov.uk/>

Eligibility for a School Place

Where the Admissions Authority receives more applications than there are places at a school, it must have criteria for prioritising the applications to determine which applicants will be eligible for a school place. These are known as oversubscription criteria.

Oversubscription Criteria

(for sheffield community, voluntary controlled schools and Academies)

The following oversubscription criteria confirm the priorities for admission to Sheffield Community and Voluntary Controlled Primary Schools, (for details of the oversubscription criteria for Voluntary Aided Schools, please see **pages 34 to 106**).

For Broomhill Infant Foundation School see **page 106**.

Special Educational Needs

Any child that has an Education Health Care Plan or statement of Special Educational Needs that names a specific school must be offered a place there. The following oversubscription criteria outline the priorities for admission to Sheffield Community Schools and Academies.

1 - CHILDREN IN CARE OR PREVIOUSLY IN CARE

Pupils who are in Care or who were previously in Care will be admitted to the school. Children who were previously in Care are children who were in care but ceased to be so because they were adopted or became subject of a child arrangement or special guardianship order **immediately** following being in Care

2 - CATCHMENT AREA & SIBLING

Children who live in the catchment area at the latest date for receiving applications and who apply for a place will be considered next. Catchment area children who will have siblings attending the preferred school or linked Junior School will be prioritised above other catchment applicants.

3 - CATCHMENT AREA

Children living in the catchment area for the preferred school that do not have a sibling attending, will be considered next.

Catchment areas can be checked at www.sheffield.gov.uk/pupiladmissions

4 - BROTHERS AND SISTERS OF CHILDREN REFUSED A PLACE AT THEIR CATCHMENT SCHOOL

In circumstances where parents have applied on time for but have been refused a place at their catchment school for older siblings and allocated a place at a non-catchment school, any younger sibling will be afforded priority sibling status. This will only apply where allocated a preference ranked lower than the catchment school or allocated the nearest school available.

5 - BROTHERS OR SISTERS

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

- a brother and/or sister
- a stepbrother and/or a stepsister (to include half brothers/sisters)

and in both cases will attend or has been allocated the preferred or linked school at the point of entry. In addition where the requested school is an infant school, the attendance of an older sibling at the linked junior school will be included.

6 - OTHER APPLICATIONS

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

TIE BREAKERS

Where the admission number is reached mid admission category there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated by supporting evidence from a professional an application *may* be prioritised by the Admissions Committee but only within the same admission category (please see the detailed explanation of how the Admissions Committee operates).

If you feel you have exceptional circumstances you should provide full details and supporting third party evidence. For **example**, if your reasons relate to a medical condition of you or your child, you should support your explanation with a letter from a relevant medical professional.

- If there are no exceptional circumstances, all other applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement from the school to the house.

TWINS AND MULTIPLE BIRTHS

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number.

The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

CHILDREN LIVING EQUAL DISTANCE FROM THE SCHOOL

In circumstances where two or more children live at addresses that are equidistant from the school the process of Random Allocation will take place.

The Random Allocation will:

- (i) be independently supervised by a representative of the Legal and Governance Department;

Admissions Committee

Applications for oversubscribed schools will be considered against the oversubscription criteria described above.

Only where parents provide additional third party evidence from a professional to support their application, will it be submitted to the Admission Committee which may consider giving priority within category if it is satisfied that circumstances are exceptional.

If supporting information from a professional is **not** provided then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 16 April 2018).

The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council.

When will the process start?

October 2017

If you live in Sheffield you will receive a leaflet and covering letter explaining how to apply for a school place.



15 January 2018

Closing date for returning your completed application



16 April 2018

Offer Date

What decisions do I have to make?

You must decide which school(s) you wish to apply for. If you do not express your preferences online, over the telephone or submit an application, the pupils of parents who do, will be considered before your child.

If your child has special educational needs and you would like advice about how this affects your preferences, please contact the SEN Team on 0114 273 6394.

What happens next?

The Primary Admissions Team will aim to acknowledge your application form and telephone application within three weeks of receiving it. If you do not receive an acknowledgement within this time you

should contact The Primary Admissions Team.

On 16 April 2018, a letter will be sent to your home address. You will be informed of your single allocated school place. This may or may not be one of your three preferences.

To find out how the Authority allocates school places see page 8 which explains Sheffield Authority's oversubscription criteria. Page 110 explains the co-ordinated admission scheme. For information about the oversubscription criteria for Voluntary Aided and Foundation schools in Sheffield, see pages 34 to 110.

What happens if I change my mind about the preferences I have made?

If you change your mind before the closing date of 15 January 2018.

- Write to Primary Admissions confirming your new preferences, the ranked order and supporting reasons.

If you submit a change of preferences the Authority will disregard all previous applications. The Authority will only process one common application per pupil at any given time.

Applications and changes received up to 31 January 2018, will be processed and receive an outcome which will be communicated to parents on 16 April 2018.

All other applications/changes received after 31 January 2018 will be treated as late and dealt with as described on page 112.

Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements.

The Authority takes the issue of fraudulent application very seriously. If the Authority receives any information alleging that an application has been made fraudulently it will require parents to provide at least two forms of proof to confirm the address.

Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of entry, it will be withdrawn.

If the Authority withdraws a place on the above grounds you will be offered a place at another school and notified of your right of appeal.

All allocations made in error will also be withdrawn.

- The facility is available 24 hours a day 7 days a week up to 4 December 2015.

You can apply online wherever there is access to the Internet.

- At home
- At a primary school
- At an internet café
- At work
- At a library

How to access the online facility

Access the Council's website using the following address;
www.sheffield.gov.uk/pupiladmissions
 click on the "online admissions" site.

This will take you to the Pupil Admissions online facility. From here you will be guided through the process.

How to register

- All users will need to register their details before an application can be made.
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

Online Admissions

Save Time Apply Online at www.sheffield.gov.uk/pupiladmissions

You can apply online for your child's school place

Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- We will let you know which school your child has been allocated via e-mail on 16 April 2018.
- There is no risk that your application will get lost in the post.

Making an application

- Your child has been allocated a Unique Identification Number (UID). This is on your letter.
- Enter the UID, this will reveal your child’s details (name, address) and invite you to enter your preferences and reasons for your application.
- If you do not have a UID, click on the box ‘no UID’. You will be invited to enter your child’s details and then enter your preferences.
- You must submit your application. You will be asked to acknowledge that the information you have given is accurate and then to click submit again.
- Press continue to receive the option to print off a copy of your application.
- An acknowledgement will be sent to your e-mail account confirming receipt of your application and listing the schools you have expressed.
- Please note, if you are applying for a Voluntary Aided (Church) school, you are required to complete the relevant additional information form at the back of this book and return to the school(s) for which you are applying.
- Each time you re-enter the site you must re-submit your application whether or not you make changes. Failure to do so may mean your application is not processed.

Help and assistance

If you have any questions about your application and how decisions are made please contact Admissions on 0114 273 5766 or ed-admissions@sheffield.gov.uk

The closing date for submission of primary applications is 15 January 2018 but the online site is only available until 4 December 2017.

Use this space to record the details you will require to make an application.

E-mail address

Password.....

Date submitted.....

Detailed Information

Sheffield Primary Schools

From September 2018

For details of schools with an integrated resource for pupils with special educational needs, please see page 122. Age range refers to age at 1 September 2018. NB: The approximate number on roll excludes nursery children.

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Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Abbey Lane Primary (IJ) , Abbey Lane, S8 0BN Tel: 274 5054, Fax: 274 6708, Headteacher—Mrs M Stafford E-mail: enquiries@abbeylane.sheffield.sch.uk	4+–10+	610	90	–
Abbeyfield Primary Academy (NIJ) , Orphanage Road, S3 9AN Tel: 244 1512, Fax: 244 1577, Executive Head—Ms H Best E-mail: enquiries@fishill.sheffield.sch.uk	3+–10+	400	60	39
Acres Hill Community Primary (NIJ) , Mather Road, S9 4GQ Tel: 244 1512, Fax: 244 1577, Headteacher—Ms C Whittingham E-mail: enquiries@acreshill.sheffield.sch.uk	3+–10+	280	30	26
Angram Bank Primary (NIJ) , Kinsey Road, High Green, S35 4HN Tel: 284 8553, Fax: 284 6894, Headteacher—Ms A Carr E-mail: enquiries@angrambank.sheffield.sch.uk	3+–10+	220	33	39
Anns Grove Primary (NIJ) , Anns Road, S2 3DJ Tel: 255 0398, Fax: 255 8798, Headteacher—Mrs S Fearnough E-mail: enquiries@annsgrove.sheffield.sch.uk	3+–10+	290	45	26
Arbourthorne Community Primary (NIJ) , Eastern Avenue, S2 2GQ Tel: 239 8163, Fax: 264 2716, Learning Support Unit 266 5241 Executive Headteacher—Ms V Langley Head of school—Ms C Thornton E-mail: enquiries@arbourthorne.sheffield.sch.uk	3+–10+	420	60	39
Astrea Academy Sheffield (2-8) (Primary Phase) , Andover Street, S3 9BE Tel: 0207 680 9893 Headteacher—Mr A Redfern E-mail: astreaacademysheffield@astreaacademytrust.org	2–11	60	60	60
Athelstan Primary (IJ) , Richmond Park Drive, S13 8HH Tel: 269 2301, Fax: 254 8710, Headteacher—Ms D Halliday E-mail: enquiries@athelstan.sheffield.sch.uk	4+–10+	590	90	–
Ballfield Primary (NIJ) , Handsworth Grange Road, S13 9HH Tel: 269 7557, Fax: 269 1082, Headteacher—Mrs A Smith E-mail: enquiries@ballfield.sheffield.sch.uk	3+–10+	420	60	39
Bankwood Primary (IJ) , Bankwood Close, S14 1LW Tel: 239 6711, Fax: 249 4085, Headteacher—Ms W Edwards E-mail: enquiries@bankwood.sheffield.sch.uk	4+–10+	320	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Beck Primary (NIJ) , Beck Road, S5 0GG Tel: 246 7536, Fax: 257 1730, Executive Headteacher—Mr S Bridges E-mail: enquiries@beck.sheffield.sch.uk	3+–10+	620	90	52
Beighton N I , School Road, S20 1EG Tel: 248 6572, Fax: 247 5653, Headteacher—Ms H Reid E-mail: enquiries@beighton.sheffield.sch.uk	3+–6+	240	90	39
Birley Primary Academy (IJ) , Thornbridge Avenue, S12 3AB Tel: 239 9002, Executive Headteacher—Mr S Robinson, Associate Headteacher—Ms D McAughy E-mail: enquiries@birley-pri.sheffield.sch.uk	4+–10+	590	90	–
Birley Spa Primary (NIJ) , Jermyn Crescent, S12 4QE Tel: 239 9106, Fax: 253 1236, Headteacher—Ms A Green E-mail: enquiries@birleyspa.sheffield.sch.uk	4+–10+	410	60	39
Bradfield Dungworth Primary (IJ) , The Green, Dungworth, S6 6HE Tel: 285 1338, Fax: 285 1901, Headteacher—Mrs H Adams E-mail: enquiries@bradfielddungworth.sheffield.sch.uk	4+–10+	110	15	–
Bradway Primary School (IJ) , Bradway Drive, S17 4PD Tel: 236 3723, Fax: 235 2576, Headteacher—Mr P Stockley E-mail: enquiries@bradway.sheffield.sch.uk	4+–10+	410	60	–
Brightside (N I) , Jenkin Road, S9 1AS Nursery: 261 9867, Infant: 244 1826, Fax: 261 7941 Headteacher—Mrs L Mercer E-mail: enquiries@brightside.sheffield.sch.uk	3+–6+	180	60	39
Brook House (J) , School Road, S20 1EG Tel: 248 7754, Fax: 251 1948, Headteacher—Mr M Hinchliff E-mail: enquiries@brookhouse.sheffield.sch.uk	7+–10+	300	90	–
Brunswick Community Primary (NIJ) , Station Road, S13 7RB Tel: 269 5315, Fax: 269 6081, Headteacher—Mr N Frankland E-mail: enquiries@brunswick.sheffield.sch.uk	3+–10+	420	60	39
Byron Wood Primary (NIJ) , Earldom Road, S4 7EJ Tel: 272 3624, Fax: 249 4981, Headteacher—Mrs S Ashton E-mail: enquiries@byronwood.sheffield.sch.uk	3+–10+	410	60	39
Carfield Primary (NIJ) , Argyle Road, S8 9HJ Tel: 255 7534, Fax: 258 0335, Headteacher—Mrs L Culloden E-mail: enquiries@carfield.sheffield.sch.uk	3+–10+	630	90	39
Carterknowle (J) , Carterknowle Road, S7 2DY Tel/Fax: 255 2347, Executive Headteacher—Mrs H Haynes, Head of School: Mrs G Clark E-mail: enquiries@carterknowle.sheffield.sch.uk	7+–10+	200	60	–
Charnock Hall Primary Academy (IJ) , Carter Hall Road, S12 3HS Tel: 239 6083, Fax: 264 4447, Headteacher—Mrs S Scarborough E-mail: enquiries@charnockhall.sheffield.sch.uk	4+–10+	390	60	–
Coit Primary (IJ) , Park Avenue, Chapeltown, S35 1WH Tel/Fax: 246 8710, Executive Headteacher—Mrs J Eagleton, Head of School—Ms G Rodrigo E-mail: enquiries@coit.sheffield.sch.uk	4+–10+	190	30	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Concord J , Fife Street, S9 1NR Tel: 249 5050, Fax: 249 5051, Principal: Mr C French, Headteacher —Mrs M Kouni E-mail: enquiries@concord.sheffield.sch.uk	7+–10+	210	60	–
Dobcroft (I) , Pingle Road, S7 2LN Tel: 236 8099, Fax: 236 8014, Headteacher—Ms C Rowland E-mail: enquiries@dobcroft-inf.sheffield.sch.uk	4+–6+	270	90	–
Dobcroft (J) , Pingle Road, S7 2LN Tel: 236 8075, Fax: 262 1648, Headteacher—Ms N Sexton E-mail: enquiries@dobcroft-jun.sheffield.sch.uk	7+–10+	380	120	–
Dore Primary (IJ) , Furniss Avenue, S17 3QP Tel: 236 8690, Fax: 235 3206, Headteacher—Mrs L Glossop E-mail: enquiries@dore.sheffield.sch.uk	4+–10+	450	60	–
*Ecclesall (IJ) , High Storrs Road, S11 7LG Tel: 266 3137, Fax: 267 8743, Executive Headteacher—Mrs E Hardy, Head of School—Ms N Ramsey E-mail: enquiries@ecclesall-inf.sheffield.sch.uk	4+–10+	330	*60	–
* Ecclesall Infant School is currently the subject of a reorganisation. The addition of a Junior phase in September 2018 is dependent on securing Planning Permission. The approximate number on roll at the school in September 2018 is subject to change dependent on an outcome of a wider reorganisation involving Clifford CE Infant School and Ecclesall CE Junior School.				
**Ecclesall C of E J (Controlled) , Ringinglow Road, S11 7PQ Tel: 236 1992, Fax: 235 6452, Executive Headteacher—Mrs E Hardy, Head of School—Ms D Hague E-mail: enquiries@ecclesall-jun.sheffield.sch.uk	7+–10+	300	30	–
** Proposals to close Ecclesall CE Junior School before the start of the 2018/19 school year are currently being considered. These are linked to proposals to extend the age range of Clifford CE Infant School. If these proposals are approved all applicants for a place in Year 3 at Ecclesall CE Junior School will be informed.				
Ecclesfield Primary (IJ) , High Street, Ecclesfield, S35 9UD Tel: 246 7396, Fax: 257 0854, Executive Headteacher—Mrs J Eagleton, Head of School—Ms R Binns E-mail: enquiries@ecclesfield-pri.sheffield.sch.uk	4+–10+	410	60	–
Fox Hill Primary (NIJ) , Keats Road, S6 1AZ Tel: 231 3469, Fax: 285 3661, Executive Principal—Mrs N Shipman, Principal—Mr M Revill E-mail: enquiries@foxhill.sheffield.sch.uk	3+–10+	280	45	52
Gleadless Primary (NIJ) , Hollinsend Road, S12 2EJ Tel: (j) 239 9705, (ni) 239 6130, Fax: 239 6956 Executive Headteacher—Mrs V Langley, Head of School—Ms L Wright E-mail: enquiries@gleadless.sheffield.sch.uk	3+–10+	400	60	39
Greengate Lane Primary Academy (NIJ) , Greengate Lane, High Green, S35 3GT Tel/Fax: 284 8322, Headteacher—Mrs W Weldon E-mail: enquiries@greengatelaner4.sheffield.sch.uk	3+–10+	160	30	39
Greenhill Primary (IJ) , Greenhill Main Road, S8 7RA Tel: 237 7080, Fax: 283 9330, Headteacher—Mrs C Coates E-mail: enquiries@greenhill.sheffield.sch.uk	4+–10+	490	75	–
Grenoside Primary (IJ) , Norfolk Hill, Grenoside, S35 8QB Tel: 246 7380, Fax: 257 7718, Headteacher—Mrs P Smith E-mail: enquiries@grenoside.sheffield.sch.uk	4+–10+	330	50	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Greystones Primary (IJ) , Tullibardine Road, S11 7GL Tel: 266 3413, Fax: 268 6235, Executive Headteacher—Mr C Jennings, Head of School Mr S Glossop E-mail: enquiries@greystones.sheffield.sch.uk	4+–10+	570	90	–
Halfway (NI) , Station Road, S20 3GU Tel/Fax: 248 2360, Headteacher—Mr S Varnam E-mail: enquiries@halfway-inf.sheffield.sch.uk	4+–6+	140	60	–
Halfway (J) , Halfway Centre, Halfway, S20 4TA Tel: 248 2629, Fax: 251 0964, Executive Headteacher—Ms B Nicholson, Head of School—Ms A Carter E-mail: enquiries@halfway-jun.sheffield.sch.uk	7+–10+	230	60	–
Hallam Primary (IJ) , Hallam Grange Crescent, S10 4BD Tel 230 4430, Fax: 230 9565, Headteacher—Mr C Stewart E-mail: enquiries@hallam.sheffield.sch.uk	4+–10+	630	90	–
HBH Academy Hartley Brook Primary (NIJ) , Hartley Brook Road, S5 0JF Tel: 245 6882, Fax: 240 2544, Headteacher—Mr J Garbutt E-mail: hartleybrook@hbhacademytrust.org	3+–10+	620	90	39
HBH Academy Hatfield Primary (IJ) , Hatfield House Lane, S5 6HY Tel: 245 6871, Fax: 257 1582, Headteacher—Ms C Blencowe E-mail: hatfield@hbhacademytrust.org	4+–10+	370	60	–
High Green Primary (IJ) , Wortley Road, High Green, S35 4LU Tel: 284 8264, Fax: 284 8901, Headteacher—Ms D Smales E-mail: enquiries@highgreen.sheffield.sch.uk	4+–10+	210	30	–
High Hazels Academy (J) , Fisher Lane, S9 4RP Tel: 244 2189, Fax: 244 5479, Executive Headteacher—Asma Maqsood-Shah E-mail: enquiries@highhazelsacademy.org.uk	7+–10+	360	90	–
High Hazels Academy (NI) , Fisher Lane, S9 4RP Tel: 244 1757, Fax: 243 3260, Executive Headteacher—Asma Maqsood-Shah E-mail: enquiries@highhazelsacademy.org.uk	3+–6+	260	90	52
Hillsborough Primary (NIJ) , Parkside Road, S6 2AA Tel: 234 7898, Fax: 285 2006, Executive Headteacher—Mrs A Lant, Headteacher—Mr R Jackson E-mail: enquiries@hillsborough.sheffield.sch.uk	3+–10+	410	60	26
Hinde House primary phase , Bracken Road, S5 6FH Tel: 242 6874, Fax: 256 0491, Principal —Mr C French, Head of Primary Phase - Janice McWilliam E-mail: enquiries@hindehouse.net	3+–10+	420	60	39
Holt House (I) , Bannerdale Road, S7 2EW Tel: 255 3717, Fax: 280 3507, Executive Headteacher—Mrs H Haynes E-mail: enquiries@holt.house.sheffield.sch.uk	4+–6+	160	60	–
Hucklow Primary (IJ) , Hucklow Road, S5 6TB Tel: 242 6736, Fax: 261 0154, Executive Headteacher—Mrs S Bridges, Head of School—Mrs A Lucey E-mail: enquiries@hucklow.sheffield.sch.uk	4+–10+	410	60	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Hunter's Bar (I) , Sharrow Vale Road, S11 8ZG Tel: 266 0541, Fax: 268 5604, Headteacher—Ms C Carr E-mail: enquiries@huntersbar-inf.sheffield.sch.uk	4+–6+	270	90	–
Hunter's Bar (J) , Sharrow Vale Road, S11 8ZG Tel: 266 0547, Fax: 268 4878, Headteacher—Mr M Watson E-mail: enquiries@huntersbar-jun.sheffield.sch.uk	7+–10+	360	90	–
Intake Primary (Trust) (IJ) , Mansfield Road, S12 2AR Tel: 239 9824, Fax: 239 5019, Headteacher—Ms L Reid E-mail: enquiries@intake.sheffield.sch.uk	4+–10+	420	60	–
Limpsfield (J) , Jenkin Avenue, S9 1AN Tel: 243 0925, Fax: 242 3808, Headteacher—Mr M Moss E-mail: enquiries@limpsfield.sheffield.sch.uk	7+–10+	230	60	–
Lound Academy (I) , Sherburn Gate, Chapeltown, S35 2EU Tel/Fax: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-inf.sheffield.sch.uk	4+–6+	140	60	–
Lound Academy (J) , Lound Side, Chapeltown, S35 2UT Tel: 246 2181, Headteacher—Ms E Bellamy E-mail: enquiries@lound-jun.sheffield.sch.uk	7+–10+	240	60	–
Lowedges Primary (NIJ) , Low Edges Road, S8 7JG Tel: 237 2196, Fax: 237 5194, Headteacher—Ms R Scutt E-mail: enquiries@lowedges.sheffield.sch.uk	3+–10+	340	60	26
Lower Meadow Primary (Trust) (NIJ) , Batemoor Road, S8 8EE Tel: 237 2700, Fax: 237 8572, Headteacher—Mrs J O'Connor E-mail: enquiries@lowermeadow.sheffield.sch.uk	3+–10+	300	45	26
Lowfield Primary (IJ) , London Road, S2 4NJ Tel: 255 2501, Fax: 250 9530, Headteacher—Mr C Holder E-mail: enquiries@lowfield.sheffield.sch.uk	4+–10+	400	60	–
Loxley Primary (IJ) , Rodney Hill, Loxley, S6 6SG Tel: 234 4510, Fax: 234 5058, Headteacher—Mr J Connolly E-mail: enquiries@loxley.sheffield.sch.uk	4+–10+	210	30	–
Lydgate (I) , Lydgate Lane, S10 5FQ Tel: 266 2450, Fax: 267 8268, Headteacher—Mr D Bromage E-mail: enquiries@lydgate-inf.sheffield.sch.uk	4+–6+	320	120	–
Lydgate (J) , Manchester Road, S10 5DP Tel: 266 9500, Fax: 263 8210, Headteacher—Mr S Jones E-mail: enquiries@lydgate-jun.sheffield.sch.uk	7+–10+	480	120	–
Malin Bridge Primary (IJ) , Dykes Lane, S6 4RH Tel: 234 1379, Fax: 231 5679, Headteacher—Mr R McGarth E-mail: enquiries@malinbridge.sheffield.sch.uk	4+–10+	530	75	–
Manor Lodge Primary (IJ) , Manor Lane, S2 1UF Tel: 272 5054, Fax: 279 5907, Head of School—Mrs J Camps, Executive Headteacher—Mrs J Bradshaw E-mail: enquiries@manorlodge.sheffield.sch.uk	4+–10+	310	45	–

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Mansel Primary (IJ) , Chaucer Road, S5 9QN Tel: 232 1278, Fax: 231 5726, Executive Principal—Mrs N Shipman, Principal—Ms R Rickersey E-mail: enquiries@mansel.sheffield.sch.uk	3+–10+	360	60	39
Marcliffe Primary (IJ) , Marcliffe Road, S6 4AJ Tel: 234 4329, Fax: 234 3186, Headteacher—Mrs A Mann E-mail: enquiries@marcliffe.sheffield.sch.uk	4+–10+	490	75	–
*Meersbrook Bank Primary (NIJ) , Derbyshire Lane, S8 9EH Tel: 255 0491, Fax: 281 2990, Headteacher—Rachel Edwards E-mail: enquiries@meersbrookbank.sheffield.sch.uk	3+–10+	200	30	32.5
Meynell Primary (NIJ) , Meynell Road, S5 8GN Tel: 231 1425, Fax: 285 3326, Executive Headteacher—Mrs A Lant, Head of School Ms V Garratt E-mail: enquiries@meynell.sheffield.sch.uk	4+–10+	380	60	39
Monteney Primary (NIJ) , Monteney Crescent, S5 9DN Tel: 246 7916, Fax: 246 7965, Executive Principal—Mrs N Shipman, Principal—Mrs C Hayes E-mail: enquiries@monteney.sheffield.sch.uk	3+–10+	420	60	39
Mosborough Primary (IJ) , New School Road, S20 5ES Tel: 248 6211, Fax: 247 7121, Headteacher—Mr M Fallon E-mail: enquiries@mosborough.sheffield.sch.uk	4+–10+	390	60	–
Mundella Primary (IJ) , Mundella Place, S8 8SJ Tel/Fax: 255 1348, Headteacher—Mr W Smith E-mail: enquiries@mundella.sheffield.sch.uk	4+–10+	380	60	–
Nether Green (I) , Stumperlowe Park Road, S10 3QP Tel: 230 4094, Fax: 230 9814, Headteacher—Ms B Ball E-mail: enquiries@nethergreen-inf.sheffield.sch.uk	4+–6+	190	75	–
Nether Green (J) , Fulwood Road, S10 3QA Tel: 230 2461, Fax: 263 0189, Headteacher—Ms S Jackson E-mail: enquiries@nethergreen-jun.sheffield.sch.uk	7+–10+	360	90	–
Netherthorpe Primary (NIJ) , Netherthorpe Street, S3 7JA Tel/Fax: 272 6834, Headteacher—Mrs E Gray E-mail: enquiries@netherthorpe.sheffield.sch.uk	3+–10+	210	30	26
Nook Lane (J) , Nook Lane, S6 6BN Tel: 234 1097, Fax: 234 1098, Headteacher—Mr S Arbon-Davies E-mail: enquiries@nooklane.sheffield.sch.uk	7+–10+	240	60	–
Norfolk Community Primary (NIJ) , Guildford Avenue, S2 2PJ Tel: 250 2760, Fax: 250 2761, Headteacher—Ms J Hobley E-mail: enquiries@norfolkcps.sheffield.sch.uk	3+–10+	420	60	39
Norton Free C of E Primary (IJ) (Controlled) , Matthews Lane, S8 8JS Tel: 274 5873, Fax: 235 9060, Executive Headteacher—Mr C Holder E-mail: enquiries@nortonfree.sheffield.sch.uk	4+–10+	210	30	–

* Please note that if your address falls in the catchment for Meersbrook Bank, you also have joint catchment status for Carfield Primary School.

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Oasis Academy Don Valley Leeds Road, S9 3TY Tel: 0114 220 0400, Principal—Mr J Pape E-mail: info@oasisdonvalley.org Website: www.oasisdonvalley.org	2+–16+	190	60	–
Oasis Academy Fir Vale (IJ) Owler Lane S4 8GA Tel: 0114 201 2300, Principal —Ms H Round E-mail: info@oasisacademyfirvale.org Website: www.oasisfirvale.org	4+–10+	280	60	–
Oasis Academy Watermeade (IJ) Barrie Crescent S5 8RN Tel: 0114 201 6800, Principal —Ms L Goodhand E-mail: info@oasiswatermead.org Website: www.oasisacademywatermead.org	4+–10+	260	60	–
Oughtibridge Primary (IJ) , Naylor Road, Oughtibridge, S35 0HG Tel: 286 3167, Fax: 286 4867, Headteacher—Ms P Munt E-mail: enquiries@oughtibridge.sheffield.sch.uk	4+–10+	410	60	–
Owler Brook Primary , Wensley Street, S4 8HQ Tel 243 8611, Fax: 242 6165, Executive Headteacher—Mrs S Bridges, Head of School—Mrs K Oldham E-mail: enquiries@owlerbrook.sheffield.sch.uk	3+–10+	430	60	52
Pathways Academy (NIJ) , Raisen Hall Road, S5 7NA Tel: 231 0044, Fax: 249 5615, Principal—Mrs C Watson E-mail: enquiries@e-actpathwaysacademy.org.uk	3+–10+	440	60	39
Phillimore Community Primary (NIJ) , Phillimore Road, S9 5EF Tel: 249 4036, Fax: 261 7145, Acting Headteacher—Mr G Briggs E-mail: office@phillimore.sheffield.sch.uk	3+–10+	420	60	39
Pipworth Community Primary (NIJ) , Pipworth Road, S2 1AA Tel: 239 1078, Fax: 239 1989, Executive Headteacher—Ms J Storey Head of School—Helen Kenyon Email: enquiries@pipworth-cps.sheffield.sch.uk	3+–10+	410	75	39
Prince Edward Primary (NIJ) , Queen Mary Road, S2 1HY Tel: 228 1900, Fax: 228 1114, Executive Headteacher—Ms J Storey, Head of School—Mr M Sieczkarek E-mail: enquiries@princeedward.sheffield.sch.uk	3+–10+	390	60	39
Rainbow Forge Primary (NIJ) , Beighton Road, S12 4LQ Tel: 248 7342, Fax: 251 0841, Headteacher—Mrs J Loader E-mail: enquiries@rainbowforge.sheffield.sch.uk	3+–10+	320	54	26
Reignhead Primary (NIJ) Platts Drive, Beighton, S20 1FD Tel: 247 5767, Fax: 248 0599 Headteacher—Mrs L O'Halloran E-mail: enquiries@reignhead.sheffield.sch.uk	3+–10+	270	60	26
Rivelin Primary (NIJ) , Morley Street, S6 2PL Tel: 234 1304, Fax: 231 4079, Headteacher—Mrs J Powell E-mail: enquiries@rivelin.sheffield.sch.uk	3+–10+	390	60	39
Royd (NI) , Carr Road, Deepcar, S36 2PR Tel: 288 2594, Fax: 288 8632, Headteacher—Mrs L Jones E-mail: enquiries@royd.sheffield.sch.uk	3+–6+	160	60	39
Sharrow Primary (NIJ) , Sitwell Road, S7 1BE Tel: 255 1704, Fax: 255 3649, Headteacher—Mrs E Abram E-mail: info@sharrow.sheffield.sch.uk	3+–10+	410	60	52

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Shooter's Grove Primary (NIJ) , Wood Lane, S6 5HN Tel: 234 2268, Fax: 231 0343, Headteacher—Mr L Chadwick E-mail: enquiries@shootersgrove.sheffield.sch.uk	3+–10+	400	60	39
Shortbrook Primary (IJ) , Westfield Northway, Westfield, S20 8FB Tel: 248 2497, Fax: 248 6844 Executive Headteacher—Mrs S Bridges, Head of School—Mrs S Hearnshaw E-mail: enquiries@shortbrook.sheffield.sch.uk	4+–10+	90	51	–
Southey Green Primary (NIJ) , (Includes Lindsay Nursery) Crowder Avenue, S5 7QG Tel: 232 6879, Fax: 285 4105, Executive Headteacher—Mrs A Lant, Acting Head—Mrs L Pilling E-mail: enquiries@southeygreen.sheffield.sch.uk	3+–10+	630	90	65
Springfield Primary (NIJ) , Broomspring Lane, S10 2FA Tel: 272 3455, Fax: 249 3291, Headteacher—Mrs L Joseph E-mail: enquiries@springfield.sheffield.sch.uk	3+–10+	240	30	26
Stannington (I) , Stannington Road, S6 6AN Tel: 234 4401, Fax 233 4727, Headteacher—Ms S Binns E-mail: enquiries@stannington.sheffield.sch.uk	4+–6+	160	60	–
Stocksbridge (J) , Cedar Road, East Whitwell Estate, Stocksbridge, S36 1AS Tel: 288 2221, Fax: 288 1254, Headteacher—Mrs S Gaymond E-mail: enquiries@stocksbridge-jun.sheffield.sch.uk	7+–10+	360	90	–
Stocksbridge (NI) , Pot House Lane, Stocksbridge, S36 1EJ Tel: 288 3109, Fax: 283 0204, Headteacher—Mrs J Townsend E-mail: enquiries@stocksbridge-nur.sheffield.sch.uk	3+–6+	200	90	39
Stradbroke Primary Trust (NIJ) , Richmond Road, S13 8LT Tel: 239 9320, Fax: 239 3430, Headteacher—Mr J Sitch E-mail: enquiries@stradbroke.sheffield.sch.uk	3+–10+	420	60	39
Nether Edge Primary (NIJ) , Glen Road, S7 1RB Tel: 255 0926, Fax: 250 7387, Headteacher—Mr M Knott E-mail: enquiries@netheredge.sheffield.sch.uk	3+–10+	420	60	26
Tinsley Meadows (NIJ) , Norborough Road S9 1SG Tel: 244 1842, Fax: 261 7342, Executive Headteacher—Mrs B Webb mail: enquiries@tinsleymeadows.sheffield.sch.uk	3+–10+	540	90	39
Totley I J , Sunnyvale Road, S17 4FB Tel: 236 4482, Fax: 235 3403, Executive Headteacher—Ms N Wileman E-mail: headteacher@totley.sheffield.sch.uk	4+–10+	270	60	–
Valley Park Primary (NIJ) , Norton Avenue, S14 1SL Tel: 239 6464, Fax: 239 7009, Co-Headteacher—Mrs M Nott/Mrs B Stevenson E-mail: enquiries @valleypark.sheffield.sch.uk	3+–10+	380	60	39
Walkley Primary (NIJ) , Burnaby Crescent, S6 2TS Tel: 234 0550, Fax: 231 0553, Headteacher—Mrs V Sian E-mail: enquiries@walkley.sheffield.sch.uk	3+–10+	320	60	32.5

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019	Nursery places school year 2018/2019
Watercliffe Meadows Community Primary (NIJ) , Boynton Road, S5 7HL Tel: 232 6603, Fax: 285 2642, Headteacher—Mr I Read E-mail: enquiries@watercliffe.sheffield.sch.uk	3+–10+	420	60	39
Waterthorpe (NI) , Thorpe Drive, S20 7JU Tel: 248 4943, Fax: 251 1846, Executive Headteacher—Mrs H Stokes E-mail: enquiries@waterthorpe.sheffield.sch.uk	4+–6+	160	60	–
Westways Primary (NIJ) , Mona Avenue, S10 1NE Tel: 266 2471, Fax: 263 1158, Headteacher—Mrs M Holmes E-mail: enquiries@westways.sheffield.sch.uk	3+–10+	630	90	39
Wharncliffe Side Primary (NIJ) , Brightholmlee Lane, S35 0DD Tel: 286 2379, Fax: 229 9582, Headteacher—Ms A Leach E-mail: enquiries@wharncliffeside.sheffield.sch.uk	3+–10+	150	20	26
Whiteways Primary , Whiteways Road, S4 8EX Tel: 242 3169, Fax: 261 7846, Executive Headteacher—Mrs S Briggs, Head of School—Mrs J Nixon E-mail: enquiries@whiteways.sheffield.sch.uk	4+–10+	450	60	–
Wincobank (NI) , Newman Road, S9 1LU Tel: 249 0590, Fax: 249 4914, Executive Headteacher—Mr C French, Head of School—Mr L Hoyle E-mail: enquiries@wincobank.sheffield.sch.uk	3+–6+	180	60	39
Windmill Hill Community Primary (IJ) , Ash View, Chapeltown, S35 1ZD Tel: 246 8550, Fax: 257 0494, Headteacher—Mrs J Grantham E-mail: enquiries@windmillhill.sheffield.sch.uk	4+–10+	410	60	–
Wisewood Community Primary (IJ) , Ben Lane, S6 4SD Tel: 234 3304, Fax: 249 3930, Headteacher—Mrs L Heaphy E-mail: enquiries@wisewood-pri.sheffield.sch.uk	4+–10+	180	30	–
Woodhouse West Primary (NIJ) , Coisley Hill, S13 7BP Tel: 269 2602, Fax: 269 7389, Headteacher—Ms A Stockdale E-mail: enquiries@woodhousewest.sheffield.sch.uk	3+–10+	360	50	26
Woodseats Primary (NIJ) , Chesterfield Road, S8 0SB Tel: 255 4619, Fax: 258 9224, Headteacher—Ms S Fox E-mail: enquiries@woodseats.sheffield.sch.uk	3+–10+	330	60	26
Woodthorpe Community Primary (NIJ) (Trust) , Lewis Road, S13 8DA Tel: 239 9167, Fax: 264 2628, Executive Headteacher—Mr D Smith E-mail: enquiries@woodthorpe.sheffield.sch.uk	3+–10+	420	60	39
Wybourn Community Primary & Nursery School (NIJ) , Manor Oaks Road, S2 5ED Tel: 272 1988 Fax: 0845 026 7974, Executive Headteacher—Mrs J Bradshaw, Head of School—Hannah Thornley E-mail: enquiries@wybourncommunity.sheffield.sch.uk	3+–10+	400	60	39

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 6394.

Sheffield Foundation and Voluntary Aided schools

(Primary schools who are responsible for their own admission arrangements)

Parents should contact schools directly for further information.

Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019
Broomhill Infant School (Foundation), Beech Hill Road, S10 2SA Tel/Fax: 266 0936, Headteacher—Ms C Timbers E-mail: enquiries@broomhill.sheffield.sch.uk	4+–7+	100	40
Clifford CE (I) (Aided), Psalter Lane, S11 8YU Tel: 266 2977, Fax 266 2991, Headteacher—Mrs S Preston E-mail: enquiries@clifford.sheffield.sch.uk	4+–6+	90	30
* Proposals to extend the age range of Clifford CE Infant School (to add a Junior phase) before the start of the 2018/19 school year are currently being considered. These are linked to proposals to close Ecclesall CE Junior School. If these proposals are approved all applicants for a place at Clifford CE Infant School will be informed.			
Deepcar St John's CE (J) (Aided), St Margaret Avenue, Deepcar, S36 2TE Tel: 288 3878, Fax: 283 1952 Headteacher—Ms B Cordle E-mail: enquiries@deepcar-st-johns.sheffield.sch.uk	7+–10+	140	75
Emmanuel (J) Thorpe Drive, S20 7JU Tel: 248 3048, Fax: 251 0835, Headteacher—Mrs C Newton-Wall E-mail: enquiries@emmanuel.sheffield.sch.uk	7+–10+	190	60
Emmaus Catholic and Church of England Primary School (IJ) , Southend Road, S2 5FT, Headteacher—Mrs H Simmerson Tel: 276 6474, Fax: 276 6470 E-mail: enquiries@emmaus.sheffield.sch.uk	4+–10+	310	45
Parson Cross CE Primary (IJ) (Aided), Halifax Road, S6 1LB Tel: 231 3956, Fax: 285 3573, Headteacher—Mrs H Richardson E-mail: enquiries@parsoncross.sheffield.sch.uk	4+–10+	200	30
Porter Croft CE Primary Academy (IJ) (Aided), Pomona Street, S11 8JN Tel/Fax: 266 2132, Headteacher—Mrs C Thomas E-mail: enquiries@portercroft.sheffield.sch.uk	4+–11	210	30
Pyebank CE Primary (NIJ) (Aided), Andover Street, S3 9EF Tel: 276 0472, Fax: 278 4730 Headteacher—Mrs M Andrews E-mail: enquiries@pyebank.sheffield.sch.uk	3+–10+	420	60
Sacred Heart Catholic Primary Academy (IJ) (Aided), Ripley Street, S6 2NU, Tel: 234 4362, Fax: 281 2891, Headteacher—Mrs C Kelly E-mail: enquiries@sacredheart.sheffield.sch.uk	4+–11	210	30
St Ann's Catholic Primary Academy (IJ) (Aided), McIntyre Road, S36 1DG Tel: 288 4281, Fax: 288 8972, Headteacher—Miss S Eady E-mail: enquiries@st-anns.sheffield.sch.uk	4+–11	90	20

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Name of School Address Tel No. Headteacher	Age Range	Approximate no. on roll in school year 2018/2019	Reception or junior places school year 2018/2019
St Catherine's Catholic Primary (NIJ) (Aided), Firshill Crescent, S4 7BX Tel: 303 0381, Fax: 303 0385, Headteacher—Mrs F Rigby E-mail: enquiries@st-catherines.sheffield.sch.uk	3+–10+	410	60
St John Fisher Primary, A Catholic Voluntary Academy (IJ) (Aided), Spring Water Avenue, S12 4HJ Tel: 248 5009, Fax: 251 0395, Headteacher—Mr F Barratt E-mail: enquiries@stjohnfisherlearning.co.uk	4+–11	210	30
St Joseph's Primary, A Catholic Voluntary Academy (IJ) (Aided), St Josephs Road, S13 9AT Tel: 269 2773, Fax: 254 8802, Headteacher—Mrs D McFarlane E-mail: enquiries@st-josephs.sheffield.sch.uk	4+–10+	200	30
St Marie's, A Catholic Voluntary Academy (IJ) (Aided), Fulwood Road, S10 3DQ Tel: 230 1904, Fax: 230 3509, Headteacher—Mr J Fernandes E-mail: enquiries@stmarieslearning.co.uk	4+–10+	240	30
St Mary's CE Primary (NIJ) (Aided), Cundy Street, S6 2WJ Tel: 234 4461, Fax: 231 3034, Headteacher—Mrs L Thorne E-mail: enquiries@st-marys.sheffield.sch.uk	3+–10+	160	30
St Mary's (High Green) Catholic Primary Academy (NIJ) (Aided), Pack Horse Lane, High Green, S35 3HY Tel: 284 8488, Fax: 284 6111 Headteacher—Miss A Bentley E-mail: enquiries@st-marysgreen.sheffield.sch.uk Website: www.st-marysgreen.sheffield.sch.uk	4+–11	200	30
St Patrick's Catholic Primary Academy (NIJ) (Aided), Barnsley Road, S5 0QF Tel: 245 6183, Fax: 257 1463, Headteacher—Mrs F Nelis E-mail: enquiries@st-patricks.sheffield.sch.uk	3+–10+	280	40
St Theresa's Catholic Primary (IJ) (Aided), Prince of Wales Road, S2 1EY Tel/Fax: 239 7251, Headteacher—Mrs A Woodhead E-mail: admin@st-theresas.sheffield.sch.uk	3+–11	210	30
St Thomas More Catholic Primary (IJ) (Aided), Creswick Lane, Grenoside, S35 8NN Tel: 246 8020, Fax: 257 7917, Headteacher—Mrs D Faley E-mail: enquiries@st-thomasmore.sheffield.sch.uk	4+–11	210	30
St Thomas of Canterbury Catholic Voluntary Academy (IJ) (Aided), Chancet Wood Drive, S8 7TR Tel: 274 5597, Fax: 274 6499, Executive Headteacher—Mr A Truby, Head of School—Mr L Colclough E-mail: enquiries@st-tc.co.uk	4+–10+	210	30
St Wilfrid's Primary Catholic Voluntary Academy (IJ) (Aided), Millhouses Lane, S7 2HE Tel: 236 5529, Fax: 235 6520, Headteacher—Mr P Scott E-mail: enquiries@stwilfridssheffield.co.uk	4+–10+	280	40
Totley All Saints CE Primary (IJ) (Aided), Hillfoot Road, S17 4AP Tel: 236 1934 Headteacher—Mrs K Sargent E-mail: enquiries@totleyallsaints.sheffield.sch.uk Website: www.totleyallsaints.sheffield.sch.uk	4+–11	210	30

For details of schools with an Integrated Resource for Children with Special Educational Needs, please see **page 123**.

Transfer from Separate Infant to Junior Schools

This section provides information about the transfer from separate infant to junior schools, specifically Nether Green Junior School. You should consider this information if you are thinking of applying to Broomhill or Nether Green.

Nether Green Infant/ Broomhill Infant and Nether Green Junior School

The Independent Government Appointed School's Adjudicator awarded Broomhill Infant (Foundation) School linked feeder status with Nether Green Junior School with effect from September 2003. The decision means that all applicants for Nether Green Junior who attend either Broomhill Infant or Nether Green Infant schools will be afforded "designated feeder" status in accordance with Sheffield's approved admission criteria. For further explanation of the criteria, please contact Primary Admissions on 0114 273 5766.

Designated feeder status does not guarantee admission to Nether Green Junior school at the point of transfer to Year 3. Parents of children entering Broomhill Infant and Nether Green Infant schools at any time between Reception and Year 2 should be mindful of this fact.

The published admission numbers for Nether Green Infant and Broomhill Infant are 75 and 40 respectively. If all parents in these two schools apply for Nether Green Junior school a maximum of 115 linked applications could be received at the transfer to Y3. There are only 90 places available at Nether Green Junior. For the past 10 academic years there have been more applications received from the feeder schools than there were places available.

- **2007/08 school year:**
95 applications received
- **2008/09 school year:**
102 applications received
- **2009/10 school year:**
104 applications received
- **2010/11 school year:**
108 applications received
- **2011/12 school year:**
101 applications received
- **2012/13 school year:**
99 applications received
- **2013/14 school year:**
111 applications received
- **2014/15 school year:**
107 applications received
- **2015/16 school year:**
107 applications received
- **2017/18 school year:**
108 applications received

In the event of oversubscription from pupils who attend Nether Green Infant and Broomhill Infant Schools, the Local Authority offers Year 3 places in the following priority order:

1. Children in Care and Previously in Care
2. Children resident in the Nether Green catchment area who have siblings at Nether Green Infant, Junior or Broomhill Infant schools.
3. Children resident in Nether Green Catchment area
4. Children who do not live in the Nether Green catchment area but who will have a sibling attending Nether Green Infant or Junior, or Broomhill Infant schools.
5. All other applications.

Parents whose children do not attend one of the feeder infant schools should note the above information if they are considering applying for Nether Green Junior. The school is very popular. The high number of applications received from the two feeder schools means that it is extremely unlikely that places will be available for other children, except through the appeal process, and this can not be guaranteed for 2018/2019.

Linked Feeder Schools - Infant to Junior School

Below is an alphabetical list of separate Infant schools in Sheffield and the Junior school for which it has feeder status. Children attending a linked infant school have the highest right of admission to the Junior school as long as there are

sufficient places available, and a preference is expressed for that school. Attendance at a linked Infant School does not guarantee a place at the linked Junior School.

Children attending a “through” Primary School will progress from Year 2 to Year 3. Parents are therefore not required to apply for a place.

3

Linked Infant School (s)	Junior School
Beighton NI	Brook House J
Brightside NI	Limpsfield J
Dobcroft I	Dobcroft J
High Hazels NI	High Hazels J
Halfway NI	Halfway J
Holt House I	Carterknowle J
Hunters Bar I	Hunters Bar J
Lound I	Lound J
Lydgate I	Lydgate J
Nether Green I / Broomhill I (Foundation)	Nether Green J
Royd NI	Deepcar St Johns CE (Aided) J
Stannington I	Nook Lane J
Stocksbridge NI	Stocksbridge J
Tinsley NI	Tinsley J
Waterthorpe NI	Emmanuel CE/Methodist (Aided) J
Wincobank NI	Concord J

Details of oversubscribed schools - Reception 2017/2018

Details of schools which were oversubscribed in the 2017/2018 academic year are given in the following table. The number of applicants refused, only indicates those children who were not allocated a place at a higher preference school.

(Figures correspond only with applications received before the 16 January 2017 closing date) and reflect the position at allocation date (ie. 17 April 2018).

This information is provided as a guide, similar outcomes cannot be guaranteed next year. If you wish to apply for any school not listed please contact the Admissions Team to discuss the numbers and admission categories that were allocated.

KEY

LAC	Looked After/Previously Looked After
SEN	Pupils with a Statement or Educational Health Care Plan
C&S	Children living in the catchment with an older brother or sister at the preferred or linked school on date of admission
CM	Catchment
Sibling	Children who will have an older brother or sister at the preferred school on the date of admission
Other	Any child that does not fit into one of the above categories

Number of Pupils allocated in each category

Number of pupils Refused in each Category

School	Number of Places	Number of Pupils allocated in each category							Distance of last child allocated as at 17th April (miles)	Number of pupils Refused in each Category			
		LAC	SEN	CM & Sib	CM	Sib	Other	Total		CM	Sib	Other	Total
Abbey Lane Primary School	90	1	0	27	35	12	15	90	0.716	0	0	6	6
Arbourthorne Community Primary School	60	0	0	13	32	6	9	60	0.457	0	0	8	8
Ballfield Primary School	60	0	0	10	23	11	16	60	0.624	0	0	38	38
Beck Primary School	90	0	0	26	44	5	15	90	0.425	0	0	14	14
Beighton	90	1	0	19	22	23	25	90	1.974	0	0	5	5
Birley Spa Community Primary School	60	0	1	16	14	9	20	60	1.823	0	0	2	2
Bradfield Dungworth	15	0	0	1	4	2	8	15	2.239	0	0	6	6
Brightside Nursery and Infant School	60	0	0	17	16	7	20	60	1.816	0	0	2	2
Brunswick Community Primary School	60	2	1	25	32	0	0	60	0.428	0	0	21	29
Dobcroft Infant School	90	3	2	41	44	0	0	90	0.606	8	10	22	40
Dore Primary School	60	0	0	29	31	0	0	60	0.494	9	2	10	21

**Number of Pupils
allocated in each category**

**Number of pupils
Refused in each Category**

School	Number of Pupils allocated in each category							Distance of last child allocated as at 17th April (miles)	Number of pupils Refused in each Category				
	Number of Places	LAC	SEN	CM & Sib	CM	Sib	Other		Total	CM	Sib	Other	Total
Ecolesfield	60	0	0	11	14	22	13	60	0.915	0	0	15	15
Gleadless	60	1	0	4	15	23	17	60	1.181	0	0	4	4
Hinde House 3-16 School	60	0	0	22	17	17	4	60	0.368	0	0	13	13
Hucklow Primary School	60	0	0	24	33	3	0	60	0.275	0	3	12	15
Hunter's Bar Infant School	90	1	0	26	23	21	19	90	0.934	0	0	13	13
Intake Primary School	60	0	0	12	16	23	9	60	0.666	0	0	15	15
Loxley Primary School	30	1	0	10	11	7	1	30	0.001*	0	0	25	25
Lydgate Infant School	120	1	0	44	62	7	6	120	0.812	0	0	19	19
Malin Bridge	75	0	1	20	27	9	18	75	1.616	0	0	4	4
Marcliff	75	1	0	19	33	6	16	75	0.769	0	0	8	8
Meersbrook Bank Primary School	30	1	0	10	16	2	2	31	0.315	0	0	5	5
Monteney Primary School	60	1	0	17	23	9	11	60	0.584	0	0	16	16
Mundella	60	0	0	5	16	13	26	60	1.486	0	0	8	8
Netherthorpe Primary School	30	0	0	11	19	0	0	30	0.271	14	3	6	23
Norfolk	60	0	0	27	23	10	0	60	1.625	0	3	6	9

*The last child admitted into Loxley Primary had been prioritised within category by the Admissions Committee and therefore the distance criteria is overridden.



**Number of Pupils
allocated in each category**

**Number of Pupils
Refused in each Category**

School	Number of Places	Number of Pupils allocated in each category					Distance of last child allocated as at 16th April (miles)	Number of Pupils Refused in each Category				
		LAC	SEN	CM & Sib	CM	Sib		Other	Total	CM	Sib	Other
Norton Free Church of England Primary School	30	2	0	9	9	9	0.309	0	0	18	18	18
Oughtbridge Primary School	60	1	0	30	29	0	0.415	12	3	9	24	24
Owler Brook Primary School	60	0	0	25	22	9	0.210	0	0	7	7	7
Sharrow Primary School	60	0	0	10	24	14	0.979	0	0	3	3	3
Southey Green Primary School	90	1	0	29	45	15	0.746	0	4	10	14	14
Springfield Primary School	30	0	0	12	12	3	0.770	0	0	2	2	2
Stannington Infant School	60	0	0	21	16	4	1.717	0	0	2	2	2
Stradbroke Primary School	60	1	0	13	18	15	0.538	0	0	13	13	13
Totley Primary School	60	0	0	17	26	0	2.090	0	0	5	5	5
Watercliffe Meadow Community Primary School	60	1	1	21	27	5	0.421	0	0	13	13	13

The following Catholic Schools were also oversubscribed;

Sacred Heart, St Catherine's, St Joseph's, St Marie's, St Patrick's, St Theresa's, St Thomas Canterbury, St Wilfrid's.

The following Church of England Schools were oversubscribed;

Clifford Infant, Parson Cross, Porter Croft.
Finally, **Broomhill Infant Foundation School** was also oversubscribed.

These schools operate different oversubscription criteria to the schools listed in the table above. For more information about how the Schools determined admissions/allocations, please contact the schools directly.

Admissions Terminology

Academy

An Academy is a state-funded, non fee-paying independent school. Academies are required to comply with the Code and Law relating to admissions.

Admission authority

The Admission Authority is responsible for determining admission arrangements to schools. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For all voluntary aided primary and foundation schools and Academies the Admission Authority is the school Governing Body.

Admission arrangements

The Admission Authority must publish the admission arrangements for all its schools on an annual basis. This booklet contains admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

Catchment area

Each community and voluntary controlled school and academy has a defined catchment area. This is defined by the City Council. Your address is linked to a specific school.

Common application form

This is the application form that invites 3 preferences and supporting reasons. This form is to be completed whether applying for a community, voluntary controlled, voluntary aided or foundation school in Sheffield and can be completed online, over the telephone or by filling out a paper form.

Community schools

These schools come under the responsibility of the Local Authority. The admissions policy for community schools

is determined and implemented by the Local Authority. The Local Authority is the Admission Authority for Community Schools and allocates school places.

Composite prospectus

The Education Act 2002 requires the CYPF to publish information annually about admissions for the following school year. This booklet is the 'composite prospectus' for the 2018/2019 academic year.

Eligible for a school place

This is where a child can be offered a place at a school either because:

- The number of applications for the school is below the admission number; or
- It is oversubscribed but the child has a higher priority under the admission criteria when compared to other children.

Foundation schools

Foundation Schools are run by their own Governing Body, which sets the admission criteria.

Home authority

The Authority in which the parent/carer and child resides.

IAN

Indicated Admission Number. An IAN is determined in consultation with each school.

Key stage 1

Reception, Year 1 and year 2.

Key stage 2

Year 3 to Year 6.

Maintaining authority

The Authority in which a school is located.

Normal place of residence

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

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

Oversubscription criteria

Each Admission Authority must establish criteria. This is applied where more applications have been received than there are places available at the school. The criteria determine which applicants can be offered places.

Parental preference

You are invited to express up to 3 preferences on the common application. The Admission Authority must comply with parental preference unless admission will prejudice the provision of efficient education or the efficient use of resources at the school. You are not guaranteed a place at any of your preferred schools.

Ranking

The order in which parents have to list their three preferences on the common application. Parents are advised to put their favourite school first.

Sheffield's co-ordinated scheme

Each LA must determine a scheme which outlines how the LA intends to co-ordinate with other Admission Authorities within it's area, in order to carry out admissions for Sheffield residents.

Sibling (definition for community schools and Academies)

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

- a brother and/or sister
- a stepbrother and/or a stepsister (to include half brothers/sisters)

and in both cases will attend the preferred school at the point of entry

Single offer

The one offer for a school place for your child as determined by the co-ordinated scheme.

Voluntary aided school

These schools are church aided. The Governing Body is the Admission Authority and establishes the admissions arrangements and determines who is eligible for a school place.

Voluntary controlled school

Voluntary controlled schools are similar to voluntary aided schools, but are run by the Local Authority which employs staff and sets the admission criteria.

Compulsory School Age

By law, a child must be in full-time education from the beginning of the term after their fifth birthday. This may be at school or parents may make provision to educate their children at home.

The right to Access Full Time Education Earlier

All children have had the option to start school from the September after their fourth birthday.

- Parents have flexibility to choose when their child starts primary school on a full time basis.
- Parents can also choose a free full or part time place in a nursery or other early learning provider so their child can access the Early Years

Foundation Stage (this is same as a reception class which 4 year olds attend before starting compulsory school when they are 5)

What are the options for my child?

You will apply for a place as normal. When your allocated school place is confirmed you will be able to:

- Choose when your child starts reception class – you can decide if this will be full-time or part-time from the September after their fourth birthday
- Choose a free full-time place (25 hours per week term time) or part-time place at a school, or a part time place at any eligible early learning provider, such as a pre-school, day nursery, children's centre, or nursery school. This means your child can access the Early Years Foundation Stage at an early years provider instead of school, if you feel this will be better for your child.
- Choose for your child not to attend an early years provider or school until they reach the compulsory school starting age of 5 (see information about 'Summer born children' for more details)
- Choose to defer the take up of either a full or part-time place in the school reception class until you feel your child is ready for this.
- You should always discuss your intentions with the allocated school

Deferred Entry

This means you can choose for your child to start later in the academic year (at the start of the January or April terms). Your child must be in full time education when they reach compulsory school age (the term after their fifth birthday).

Summer Born Children/Delayed Entry

The Government has recognised the concerns of parents who have summer

born children with regard to their readiness for fulltime education. This applies equally to children who were born after their full term and those born prematurely who would otherwise have been born in the following academic year.

Sheffield will consider requests to delay admission in to Reception until your child reaches statutory school age ie, term after their fifth birthday. This means you are requesting that you child begin full time education in the following Reception year group to what they are entitled according to their chronological year group.

If your child is summer born (April-August)and you wish to make a request to delay your child's admission into Reception, you must put your request in writing to the Principal Admissions Officer outlining your reasons and provide supporting information from a professional to demonstrate why it would be in the best interest of your child.

Your request must be made before the latest date for receiving applications for your child's chronological year group this is the 31 January each year. You must also apply for a place in Reception in your child's chronological year group. If your request for delayed admission to approved, your application for your child's chronological year group will be withdrawn and you will need to reapply for place for the following academic year.

The Local Authority will consider your request for delayed admission and notify you of the outcome before the allocation days for your child's chronological year group, this is 16th April each year.

More information about this process, timescales and how your request will be considered, is available from the Admissions Team or from www.sheffield.gov.uk/pupiladmissions

Waiting List

All pupils refused a place at any school ranked higher than the allocated school, will be automatically placed on a waiting list for those schools. The waiting list will be discontinued on 31 July 2019.

Attendance at Nursery

You should note that if your child attends a nursery class attached to a school there is no guarantee of a place in reception.

Numbers of Places Available at each School

All Primary schools have an indicated admission number (IAN) that determines the number of available places in Reception. Once an IAN or temporary higher admission limit is determined for a particular school year, that number will remain in force as that year group moves through the school.

The admission number for each Sheffield school is published in this booklet on pages 13 to 23.

Infant Class Size Limit

The law states that it is the responsibility of Education Authorities to ensure that infant classes of 5, 6 and 7 year olds do not contain more than 30 children to a single qualified teacher.

The Local Authority must allocate places up to the Published Admission Number if there is demand. Once this number has been reached, the Admission Authority is not required to admit any further pupils where to do so would create a class of more than 30.

The LA must comply with class size limits and will normally refuse admission to a pupil if that application will lead to there being a class of more than 30. If the LA were to admit more than 30 pupils in an infant class without

exceptional reasons, it would be required to implement 'qualifying measures'.

Such measures may include employing an additional teacher or providing an additional classroom for the current and/or future years. If the Authority refuses admission for your child you will be notified of your right of appeal.

The Statutory Appeal Panel is independent of the Authority and schools and ordinarily has the power to place a child at a school that is full. Where an application has been refused on class size grounds the discretion of the Appeal Panel is severely restricted and it may only look at the following;

The Panel may only uphold an appeal if it is satisfied:

1. That the admission of an additional child would not breach the infant class size limit; or
2. It finds that the admission authority did not comply with admission law or the arrangements were not correctly and impartially applied and that the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
3. The admission arrangements were not correctly or impartially applied in the case in question; or
4. It decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Parents may wish to consider this information when deciding whether to appeal. More information about the appeal process is available on our website or by contacting Admissions

In Year Applications

Parents wishing to apply for a place in year groups other than reception should complete a transfer form from their current Sheffield school. Pupils new to Sheffield should contact the Children Missing Education Team on 273 6462.

Oversubscription Criteria for Voluntary Aided Schools in Sheffield

Please note that many church schools require the completion of additional forms. Please contact the school or Admissions Service to clarify what forms are needed or download from www.sheffield.gov.uk/pupiladmissions

CHURCH OF ENGLAND SCHOOLS

Clifford C of E Infant School

Address: 108 Psalter Lane,
Sheffield S11 8YU

School Category: Co-educational

Religious Affiliation: Voluntary Aided,
Church of England

Age Range: 4-7

Admission Number for Reception: 30

Anticipated number of pupils on roll at
September 2018: 90

Headteacher: Mrs Sue Preston

Telephone Number: 0114 266 2977

Fax Number: 0114 267 8830

Email/Website:

enquiries@clifford.sheffield.sch.uk

Clifford Church of England Aided Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged 4 to 7 Years.

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

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

The admission number for 2017/2018 is 30 and children will be admitted during the Autumn term following their 4th birthday

Changes to the school admissions programme have come into effect which results in more choice for parents about the right time for their child to start school.

These choices are:-

- All four year old children can start reception in a primary school in the September after their fourth birthday.
- Parents/carers may choose to defer their child’s admission until January depending on their child’s date of birth.

- If you choose to defer, you continue to be entitled to free early learning (15 hours per week term time) in an early years setting of your choice.
- Compulsory starting age remains the same—children must start school the term after their fifth birthday.

PLEASE NOTE THE FOLLOWING DETAILS ARE SUBJECT TO CHANGE AS PER THE PROPOSALS OUTLINED ON PAGE 22.

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Clifford C of E Infant School, please complete the Supplementary Information Form. This is not an application for admission to school but will be used by the school to place your application in the correct priority of admission category.
3. The Common Application Form should be submitted to the Local Authority by 15 January 2018 and the Supplementary Information Form (if applicable) should be submitted to the school.
4. Failure to complete and return the Supplementary Information form will affect the priority of admission category in which your application is placed.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2018/2019 is 1st September 2018

Parental Preference

The Local Authority common application form provides the opportunity for Parents/carers to express up to three choices of schools in rank order of

preference. The Governing Body, as the Admission Authority, has determined that it will acknowledge the parental preference as expressed by the parents/guardians on the common application form in the following manner. ALL applications will be judged on 'equal preference' and EACH INDIVIDUAL application ranked according to the criteria for admission.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Sheffield LA and who have expressed a preference for a Sheffield school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Sheffield area, including Clifford C of E Infant. Details of the co-ordinated scheme can be obtained from the Authority.

Criteria for Admission

- Children who have a Statement of special education need and the school is named as the most appropriate setting for the children will be admitted.

Oversubscription Criteria

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

Children who:

1. Are in Public Care (Looked After Children) and children who were previously in Care/Looked After (see definition 1)

2. Have an elder sibling (see definition 2) in school at the time of admission.
3. With his/her parents/carers regularly and frequently attend (see definition 3) St. Andrew's Psalter Lane Church or All Saints Ecclesall.
4. With his/her parents/carers regularly and frequently attend (see definition 3) another Christian denomination subscribing to a Trinitarian confession.
5. With his/her parents/carers are active members of other World Faiths and whose parents wish them to attend this Church of England Voluntary Aided School.
6. Children of staff of the school. (see definition 6.)
7. Have parents/carers seeking a Christian environment for their children's education.
8. All other children.

If the admission number is reached mid criteria, applications in that criteria will be prioritised on the distance of the child's ordinary place of residence to the main entrance to the school building measured in a straight line using the Local Authorities computerized measuring system.

Tie Break

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

Definitions:

Definition 1

A 'relevant Looked after Child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's 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. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2 - Brother or Sister

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

Definition 3

Definition of "regular and frequent"

The Governing Body defines regular and frequent as attendance by parents/carers at a place of worship at least once a month for a minimum period of 2 years prior to the closing date for applications. Regular attendance by children is defined as attendance at a place of worship at least once a month over the past twelve months.

Parents/carers whose application is based on attendance at a place of worship should submit the Minister of Religion Reference Form available with the Common Application Form.

Definition 4

Children of staff

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

Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child

resides at the latest date for receiving applications for admission to the school.

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

Late Applications

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

Waiting List

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

In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school.

Timetable

Closing date for receipt of online applications by LA
05 December 2017

Closing date for receipt of paper applications by LA
15 January 2018 (noon)

Offer date 16 April 2018

False Information

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

Applications outside of the normal admissions round

All Years

Where applications are received for admission to school following the closure day for receiving applications they will be dealt with as follows:

- a) Single admission to all Years where the year group is below the admission number (or higher admission limit where one has been set). **The parent will be offered a place.**
- b) Single admission to all Years where the year group is above the current Government recommendation for

infant class sizes. **The parent will not be offered a place.**

For further information please contact the School Administrator on 0114 266 2977.

Appeals against the Governing Body's decision to refuse admission

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

Appeals held June 2018 onwards.

Director of Legal Services
Democratic Services
Sheffield City Council
Town Hall
Sheffield
S1 2HH

Emmaus Catholic and Church of England Primary School

Address: Southend Road S2 5FT

School Category: co-educational,
Voluntary Aided

Religious Affiliation: Catholic & Church
of England

Age Range: 4 to 11

Admission Number for Reception: 45

Anticipated number of pupils on roll at
September 2018: 300

Headteacher: Mrs H Simmerson

Telephone/Fax Number: 276 6474/
276 6470

Email/Website:

enquiries@emmaus.sheffield.sch.uk

Emmaus Catholic and Church of England School is a Voluntary Academy in the Catholic Diocese of Hallam and Church of England Diocese of Sheffield, working in partnership in the Hallam Schools' Partnership Trust.

The school provides a distinctive Christ centred education rooted in the Catholic and Church of England traditions for children aged between 4+ to 11 + years with priority being given to Catholic and Church of England children who live and worship within the feeder parishes as identified in Footnote 1.

Emmaus is an Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, the requirements of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Church of England and Catholic communities and the Common Good.

Please note that admission to the Academy does not guarantee admission to a Catholic or Church of England High School. These schools will operate their own admission policies.

The admission number for 2018 is 45.

This number has been calculated according to the capacity of the school, which the law defines.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference before the closing date for their child to attend one of three schools, will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies, Voluntary Aided primary schools, including Emmaus Catholic and Church of England Voluntary Academy, within the Sheffield area. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET. The closing date for receipt of applications for Reception F2 is 15 January 2018.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2018/19

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 18/19 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event

that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit all children into school from September 2018.

Categories for Admission

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number of 45 the Governing Body will apply the following criteria in strict order of priority.

Should the planned admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the main entrance of the school by the most direct route as measured by the local authority.

Category One

Baptised Church of England children and baptised Catholic children (see footnote 2) who:

- a) are Looked After Children or are previously Looked After Children (see footnote 3).
- b) are siblings (footnote 4) of Church of England or Catholic children attending Emmaus Catholic and Church of England Primary School at the time of their admission.
- c) are residents within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park (see footnote 1).
- d) regularly attend Our Lady Queen of Heaven & St Oswald's Church or St John's Park and have the written support of the minister.

Category Two

Children in Public Care (Looked After Children) and previously looked after (see footnote 3) who are not baptised into the Church of England or Catholic Church.

Category Three

Siblings (see footnote 4) of children already attending Emmaus Catholic and Church of England Primary School, at the time of their admission.

Category Four

Children whose parents are members of

- a) Christian Churches who are full members of Churches Together (see footnote 5) at the time of application whose parents have sought the written support of their minister and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's or St John's Park parishes and of Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (footnote 1).
- b) Christian Churches at the time of application whose parents have sought the written support of their minister and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (footnote 1).

Category Five

Children whose parents actively seek a Christian Education and live within the combined parish boundaries of Our Lady Queen of Heaven & St Oswald's and St John's Park parishes (see footnote 1).

Category Six

Children who are members of other

World Faiths whose parents wish their children to be educated in a Christ centred environment, whose parents have the written support of their Religious Leader and live within the combined parish boundaries of Our Lady Queen of Heaven & St. Oswalds or St John's Park Parishes (see footnote 1).

Category Seven

Baptised Catholic and Church of England children resident outside the combined parishes of Our Lady Queen of Heaven & St Oswald's and St. John's Park.

Category Eight

Children who **regularly** (see footnote 2) attend other churches and are resident outside the combined parishes of Our Lady Queen of Heaven & St Oswald's and St. John's Park and whose parents have sought the written support of their minister.

Category Nine

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence of that need from a suitably qualified professional, e.g. doctor or social worker, is submitted with the application specifically indicating why Emmaus is the most appropriate setting (see footnote 7).

Category Ten

Other children

Footnotes

Footnote 1.

The total geographical area covered by the combined parishes of St John Park and Our Lady Queen of Heaven & St Oswald.

Footnote 2.

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received

into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday Worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440). A list of Church of England churches is available from the Diocese of Sheffield (01709 309100)

Definition of "Regularly"

The Governing Body defines regular as attendance at the place of worship at least once a month for a minimum period of twelve months prior to the closing date for applications.

Footnote 3

Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in Section 22(1) of the

Children Act 1989, and means 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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 4

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 5

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Footnote 6

Orthodox Churches - please contact the Diocesan Schools' Department for further information.

Footnote 7

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child.

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

Place of Residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

Waiting lists will be dealt with in accordance with the LA scheme.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to: Legal and Governance Section, Town Hall, Sheffield, S1 2HH.

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

Timetable

Details of key dates within the Admissions process are published on the Sheffield City Council website.

Documentation Required

1. The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information Form, obtainable from the LA admission booklet or by downloading a copy from www.sheffield.gov.uk/pupiladmissions, should be completed and returned to the school by the closing date.
3. A copy of the child's baptism certificate if the applicant is Catholic/Church of England baptised Christian
4. Ministers Reference: this is required for children who are not Baptised Church of England children or baptised Catholic children but are members of another Christian Church or other World Faith.

This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school

Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Parson Cross Church of England Primary School

Address: Halifax Road, S6 1LB

School Category: co-educational, Voluntary Aided

Religious Affiliation: Church of England

Age Range: 4 to 11

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 210

Headteacher: Mrs C Thomas

Telephone/Fax Number: 231 3956 / 285 3573

Email/Website:

<http://parsoncross.sheffield.sch.uk/>

Parson Cross C of E Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged 5 to 11 years.

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

Admission Arrangements to the School

For the full Admissions Policy please refer to the school website or contact the school directly.

Porter Croft Church of England School

Address: Pomona Street, S11 8JN

School Category: Converter Academy

Age Range: 4 to 11

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 210

Headteacher: Mr. C Thomas

Telephone/Fax Number: 266 2132

Email:

enquiries@portercroft.sheffield.sch.uk

Website: www.portercroft.sheffield.ac.uk

Porter Croft CE Primary Academy is a Church of England converter Academy in the Diocese of Sheffield. It is maintained by Koinonia Academies Trust.

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

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

Porter Croft is a converter Academy in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the Academy trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the Guide for Parents.

The admission number for 2018-2019 is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part time they should speak to the Head Teacher. All Children will be admitted by the term following their 5th birthday –compulsory school age.

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 on the **Common Application Form**
2. To support your application to Porter Croft CE Primary Academy, please complete the **Supplementary Information Form**. This is not an application form for admission to the Academy but will be used by the

Academy when applying the admissions criteria.

3. The **Common Application Form** should be submitted by January 15 2018 along with the Supplementary Information Form (if applicable).
4. Sheffield Local Authority will co-ordinate **in-year transfers** for Porter Croft CE Primary in 2018-19.

Criteria For Admission

Children who have a statement of special educational need 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 (Definition1).
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the Academy is the suitable one for the child and the difficulties which would be caused if the child had to attend another school or Academy.
3. Children who have an elder brother/sister (see definition 2) attending the Academy at the time of anticipated admission.
4. Children of staff at the school (Definition 9).
5. Children of parents/carers (see definition 3) who reside in the parish

- of St. Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's.
6. Children who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly (see definition 4) attend the parish church of St. Mary's or St. Augustine's.
 7. Children of parents/carers who reside in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly a Christian denomination participating in 'Churches Together in England' (see definition 5).
 8. Children who reside (see definition 8) in the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination participating in 'Churches Together in England'.
 9. Children who reside outside the parish of St Mary's, Bramall Lane or St. Augustine's, Brocco Bank and regularly attend a Christian denomination participating in 'Churches Together in England'.
 10. Children who reside in the parish of St. Mary's, Bramall Lane, St. Augustine's or the previous St Silas Parish (Definition 6).
 11. Children whose parents/carers are active and regular members of other World Faiths and who wish their child to attend this Church of England Academy (definition 7).
 12. All other children

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the child's home address (including flats) to the Academy, using the Local Authority's computerised

measuring system, with those living closer to the Academy receiving higher priority.

Tie Break

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

Definition 1 – Looked After Children

A 'relevant looked after child' is a child looked after by the Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to the Academy is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the Academy. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2 -Brother/Sister

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

Definition 3- 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.

Definition 4 – 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 a fully completed Minister of Religion Reference Form available with the Common Application Form, this form must be signed by the Minister to be valid and accepted.

Definition 5 – Churches Together in England

Please refer to the website for an up to date list. www.churches-together.net

Definition 6 – Children who reside in the parish of St Mary's, St Augustines, previous St Silas parish

Addresses supplied when the original application is made (definition 8) will be checked using the 'Parish Finder' website.

The previous St Silas boundary covers Hanover Way, Broomspring Lane, Clarkehouse Road, Clarkegrove Road, Broomgrove Road to Ecclesall Road.

Definition 7 – Active Members of Other World Faiths

Parents / Carers whose application is based on being an active and regular (rules in definition 4 apply) member of other world faiths should submit a completed Minister of Religion Reference Form available with the Common Application Form. Forms must be signed by the faith leader to be valid and accepted.

Definition 8 - Place of residence

The child's ordinary place of residence will normally be a residential property at

which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the Academy.

Definition 9- Children of staff at the school

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

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.

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.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal in accordance with the requirements of the Appeals Code. Details of the appeals procedure will be sent to parents by the local authority. Appeals should be addressed to Democratic Services, Sheffield City Council, Town Hall, Sheffield S1 2HH.

Pye Bank Church of England Primary School

Address: Andover Street, S3 9EF

School Category: co-educational, Voluntary Aided

Religious Affiliation: Church of England

Age Range: 4 to 11

Admission Number for Reception: 60

Anticipated number of pupils on roll at September 2018: 440

Headteacher: Mo Andrews
(Associate Head)

Telephone/Fax Number: 276 0472/
278 4730

Email/Website:
enquiries@pyebank.sheffield.sch.uk

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

The admission number for 2018/19 is 60.

Children will usually be admitted during the Autumn term following their 4th birthday. However, parents can request

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

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

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Pye Bank CE Aided Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by 15 January 2017 along with the Supplementary Information Form (if applicable)

Criteria For Admission

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

Oversubscription Criteria

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After. (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if

the child had to attend another school.

3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parish of Pitsmoor and regularly (see definition 3) attend the parish church of Christ Church Pitsmoor.
5. Children who reside in the parish of Pitsmoor and regularly (see definition 3) attend the parish church of Christ Church Pitsmoor.
6. Children of parents /carers who reside in the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'(see definition 4).
7. Children who reside (definition 6) in the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
8. Children who reside outside the parish of Pitsmoor and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
9. Children who are resident in the parish of Pitsmoor.
10. All other children.

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

Tie Break

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

In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school in 2017/18

Definitions**Definition 1 - Brother/Sister**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, 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.

It may be that parents have moved house within the past 12 months and are attending a new place of worship. In such cases references may be provided by the two different churches to demonstrate attendance across the twelve month period.

Definition 4 - Churches Together in England

Ref: www.churches-together.org.uk
Please refer to the website for an up to date list

Definition 6 - Looked After Children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Place of residence

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

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which

the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

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

Waiting List

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

False Information

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

considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

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

Appeals should be sent to:

Democratic Services
Sheffield City Council
Town Hall
Sheffield
S1 2HH

St Mary's Church of England Primary School

Address: Cundy Street, S6 2WJ

School Category: co-educational, Voluntary Aided

Religious Affiliation: Church of England

Age Range: 3 to 11

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 170

Headteacher: Mrs. J.Parry
 Telephone/Fax Number: 234 4461/231
 3034
 Email/Website: enquiries@st-
 marys.sheffield.sch.uk

St Mary's is a Church of England Academy, Walkley is a Church of England School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years. Whilst we are a Church of England school, we welcome children of all faiths and children of no faith.

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

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

The admission number for 2018/19 is 30.

Children will usually be admitted during the Autumn term following their 4th birthday. However parents can request:

- That the date their child is admitted is deferred until later in the year or until the term in which the child reaches compulsory school age. (please note that parents cannot apply for and accept a Reception place and then

defer that place until the beginning of Year 1);

- Parents can request that their child takes up a place part time until the child reaches compulsory school age

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

Making an application

Where applications exceed the number of available places the following criteria will be strictly applied to decide which children will be admitted:

1. Applications are made on the **Common Application Form**
2. To support your application to St Mary's C of E Academy, Walkley, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 31 January 2018 along with the **Supplementary Information Form** (if applicable)

Criteria for Admission

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

Oversubscription Criteria

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children).
2. Children with special medical or social circumstances where these needs can only be met at this school.

This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.

3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parish of St Mary's Walkley and the former parish of St Bartholomew' Walkley, now part of the parish of 'The Vine' and regularly (see definition 3) attend the parish church of St Mary's Walkley or The Vine.
5. Children who reside in the parish of St Mary's Walkley and The Vine and regularly attend the parish church of St Mary's Walkley or The Vine.
6. Children of parents /carers who reside in the parish of [St Mary's Walkley or The Vine and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
7. Children who reside in the parish of St Mary's Walkley or The Vine and regularly attend a Christian denomination participating in 'Churches Together in England'.
8. Children who reside outside the parish of St Mary's Walkley and The Vine and regularly attend a Christian denomination participating in 'Churches Together in England'.
9. Children who are resident in the parish of St Mary's Walkley and The Vine.

10. Children of staff of the school (see definition 6).

11. All other children.

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

Tie Break

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

In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school in 2018/19.

Definitions

Definition 1 - Brother/Sister

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

Definition 2- Parent/Carer

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

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of

England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

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

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk

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

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 - Children of Staff at School

Children of staff

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or

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

Place of residence

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

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

Late Applications

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

Waiting List

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

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

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

St Mary's Church of England
Academy, Walkley.

If parents/carers require any further details the full admission policy is available by contacting the Headteacher.

Totley All Saints Church of England Primary School

Address: Hillfoot Road, S17 4AP

School Category: co-educational,
Voluntary Aided

Religious Affiliation: Church of England

Age Range: 4+ to 11

Admission Number for Reception: 30

Anticipated number of pupils on roll at
September 2018: 210

Headteacher: Mrs. K. Sargent

Telephone/Fax Number: 236 1934/
235 0052

Email/Website:

enquiries@totleyallsaints.sheffield.sch.uk

Totley All Saints is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged 4+ to 11 years. Totley All Saints is a Voluntary Aided Primary School in which the Governing Body is the Admissions Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

Education and its duty to the community.

Admission Arrangements to the School

Children will be admitted during the Autumn term following their fourth birthday. Should you wish to discuss other entry arrangements, e.g. deferred

entry or a part-time option, please speak to the Headteacher. All children will be admitted by the term following their fifth birthday – compulsory school age.

Admission Oversubscription Criteria

Where applications exceed the number of available places the following criteria will be strictly applied to decide which children will be admitted:

Criteria for Admission

Children who have a Statement of Special Educational Need or Educational Health Care Plan, and the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria

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

1. Looked After Children and Children who were previously in Care/Looked After.
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion.

A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.

3. Children who have an elder brother/sister attending the school at the time of anticipated admission.
4. Children of parents/carers who reside in the parish of Totley and

regularly attend the parish church of Totley or Dore.

5. Children of parents /carers who regularly attend a Christian denomination participating in 'Churches Together in England'.
6. Children who are resident in the parish of Totley or Dore.
7. Children of staff of the school.
8. All other children.

Tie Break

If the admission number is reached mid-category, consideration will be given as to whether the child/children were regularly attending Little Saints Nursery and this will take precedence (i.e. minimum of 1 years attendance for subscribed sessions).

If further prioritisation of applications is required in that category this 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 to the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children being equally placed, the place will be decided by drawing lots. The first name drawn will be offered the place.

If parents/carers require any further details the full admission policy is available by contacting the Headteacher.

Supplementary Information Required

To support your application to Totley All Saints CE Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by school when applying the admissions criteria. This can be obtained from the school, Pupil Admissions Team or downloaded from:
www.sheffield.gov.uk/pupiladmissions.

If parents/carers require any further details the full admission policy is available by contacting the Headteacher.

Key Dates

Closing and allocation dates will be consistent with Sheffield Authority's co-ordinated scheme – details of which will be given in the composite prospectus.

Parental Preference

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 choices of schools (2 in Doncaster) in rank order of preference.

PLEASE NOTE HOWEVER:

That ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA's co-ordinated scheme where there is more than 1 potential offer.

CATHOLIC SCHOOLS

Sacred Heart - a Catholic Voluntary Academy

Address: Ripley Street, Hillsborough, S6 2NU

School Category: co-educational, Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4+ to 11+

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 212

Headteacher: Mrs C Kelly

Telephone/Fax Number: 0114 234 4362

Email/Website:

enquiries@sacredheart.sheffield.sch.uk

Sacred Heart Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Sheffield LA. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to children who live and worship within the parish of Sacred Heart.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Admission Arrangements to the School

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.

Admission Oversubscription Criteria:

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

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After or previously Looked After
- b) are siblings of Catholic children attending Sacred Heart Catholic school at the time of admission
- c) live and worship (footnote 4) within the parish of Sacred Heart
- d) live within the parish of Sacred Heart and worship (footnote 4) in other parishes
- e) who worship (footnote 4) at the parish church of Sacred Heart, Hillsborough but live outside the parish boundaries.
- f) who live in the parish of Sacred Heart but are not regular worshipper.

Category Two

Looked After or previously Looked After children who are not baptised Catholics

Category Three

Children who have siblings attending Sacred Heart Catholic Primary School at the time of their admission.

Category Four

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are worshipping members of other Christian Churches, who are full members of Churches Together in England at the time of application, whose parents have sought the written support of their minister and live within the parish of Sacred Heart.

Category Six

Children who are worshipping members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their

Religious Leader and live within the parish of Sacred Heart.

Category Seven

Children with a specific educational, medical or emotional need relevant to the school provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Sacred Heart School is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

To see footnotes, definitions or for further details the full admission policy is available by contacting the Headteacher.

Documentation Required to Support Application

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the school by 15 January 2018.

The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school. Failure to complete and return the Additional Information form may affect the admission category into which your application is placed.

3. A Declaration of Worship form, available from Sacred Heart School.

This form should be signed by your Parish Priest and then be returned to the school by 15 January 2018.

The Declaration of Worship form is not an application for admission to the school and its return does not guarantee a place at the school but failure to complete and return the form may affect the admission category into which your application is placed.

4. A copy of the child's baptism certificate if the applicant is Catholic/baptised Christian.
5. Ministers Reference if the child is a member of another Christian Church or other World Faith.

To see footnotes, definitions or for further details, the full Admission Policy is available on the school website or can be obtained by contacting the School Office.

Parental Preference

To see footnotes, definitions or for further details, the full Admission Policy is available on the school website or can be obtained by contacting the School Office.

PLEASE NOTE HOWEVER that ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's oversubscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA's co-ordinated scheme where there is more than one potential offer.

St Ann's Catholic Primary School

Address: McIntyre Rd, Stocksbridge, Sheffield, S36 1DG

School Category: co-educational, Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4 to 11

Admission Number for Reception: 20

Anticipated number of pupils on roll at September 2018: 90

Acting Headteacher: Mrs S Eady

Telephone/Fax Number: 0114 288 4281/288 8972

Email/Website: enquiries@st-anns.sheffield.sch.uk

St Ann's Catholic Primary School is a Catholic school in the Diocese of Hallam.

The school provides distinctive, Christ-centred Catholic education for children aged 4 to 11 years, with priority being given to Catholic children who live within the parishes of St Ann's Deepcar and St Mary's Penistone.

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions.

It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Articles of Association; by advice from the Diocesan Trustees and its duty to the Catholic Community and the Common Good.

Admission Arrangements to the School

A child is entitled to a full time place in the September following his or her birthday.

A request may be made for the date at which a child below compulsory school age is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which

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they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place, parents should notify the school as soon as possible that they wish to defer their child's entry to school or, where possible, take up a part time place.

Admission Oversubscription Criteria

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

Should the planned admission number be reached mid category, the Governing Body as the Admissions Authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school, the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

If parents/carers require any further details, the Admission Policy is available by contacting the Headteacher.

Key Dates

Closing and allocation dates will be consistent with the co-ordinated scheme, details of which will be given in the composite prospectus.

Parental Preference

The Local Authority Common Application

Form provides the opportunity for parents/carers to express up to 3 choices of school in rank order of preference.

Please note, however, that all applications will be considered by the Admission Authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA's co-ordinated scheme where there is more than one potential offer.

St. Catherine's Catholic Primary School

Address: Firshill Crescent,
Sheffield S4 7BX

School Category: co-educational

Religious Affiliation: Catholic

Age Range: 3+ to 11+

Admission Number for Reception: 60

Anticipated number of pupils on roll at September 2018: 440

Headteacher: Mrs Fiona Rigby

Telephone: 0114 303 0381

Fax Number: 0114 303 0385

Email: enquiries@st-catherines.sheffield.sch.uk

Website: www.stcatherines.academy

St Catherine's Catholic Primary School is a Catholic school in the Diocese of Hallam. The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St Catherine's.

It is a Catholic Voluntary Academy in which the Governing Body is responsible

for admissions. It is guided in that responsibility by the requirements of the law; the requirements of the Trust Deed and the school's Articles of Association; by advice from the Diocesan Trustees, and its duty to the Catholic community and the Common Good.

Please note that admission to St. Catherine's Nursery does not guarantee a place will be offered in St. Catherine's Primary School, an application must be made in accordance with this policy.

Please note that admission to St. Catherine's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 60 (Footnote 1).

The Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St Catherine's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St Catherine's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Local Authority.

Date of Admission to the School for 2018/2019 is September 2018

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the

date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the Headteacher, including the Headteacher'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.

Criteria for Admission

Where there are more applications for admission than the planned admission number stated (Footnote 1), the Governing Body will apply the following criteria in strict order of priority:

- Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance

of the school by the Local Authority and provided to the school.

- In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One

A maximum of 54 places will be prioritised for Catholic children (Footnote 2) who:

- a. are Looked After Children or previously Looked After Children (Footnote 4)
- b) are siblings (Footnote 5) of Catholic children attending St. Catherine's Catholic Primary School at the time of admission
- c) live and worship within the parish of St. Catherine's

Category Two

Looked After Children or previously Looked After Children who are not baptised Catholics.

Category Three

Children who have siblings attending St. Catherine's Catholic Primary School at the time of admission.

Category Four

Catholic children who live and worship in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a. Orthodox Churches as recognised by the Catholic Church who have the written support of their minister and live within the parish of St. Catherine's

- b) Other Christian Churches, who are full members of Churches Together in England at the time of application, who have the written support of their minister and live within the parish of St. Catherine's.

Category Six

AT LEAST 6 PLACES WILL BE PRIORITISED FOR WORSHIPPING MEMBERS OF OTHER WORLD FAITHS

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional e.g. Doctor, Social Worker is submitted with the application indicating why St. Catherine's Catholic Primary School is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements, this

will reduce the number of places available to other children (Footnote 3).

Applications are made by the completion of the COMMON APPLICATION FORM and the St Catherine’s ADDITIONAL INFORMATION FORM both of which are to be found on the SHEFFIELD CITY COUNCIL WEBSITE.

“Orthodox Churches”, “Churches Together in England”.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority’s Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Footnotes

Footnote 1

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA.

Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church), or those members of Churches who are in Full Communion with the Roman Catholic Church.

- Definition of a Catechumen – Catechumens are those children who have expressed an explicit desire to be

baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

- Definition of a Candidate for Reception – Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the Parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools’ Department (0114 256 6440).

Footnote 3

A Statement of Special Educational Needs is a statement made by the Local Authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of ‘Looked After Children’

A ‘Looked After Child’ has the same meaning as in Section 22(1) of the Children Act 1989, and means 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 (Section 22(1) of the Children Act 1989). A Previously Looked After Child is a child who immediately after being Looked After became subject to an

adoption, residence or special guardianship order.

Footnote 5

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or stepsisters, and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information.

Footnote 7

Definition of children of other Christian denominations – "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witness to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTUN 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.

Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the Summer term (July 2018). Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals

process will be made available to all unsuccessful applicants.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Assistant Chief Executive Legal and Governance,
Sheffield City Council, Town Hall,
Sheffield S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Timetable

Closing date for receipt of applications: 15 January 2018. Offer day: 16 April 2018.

Documentation Required

1. The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information Form, obtainable from the Sheffield City Council website or from the school, should be completed and returned to the school by the closing date.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic.
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information Form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information Form may affect the admission category your child is placed in.

St John Fisher - a Catholic Voluntary Academy

Address: Spring Water Avenue,
Hackenthorpe, S12 4HJ

School Category: co-educational,
Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4+ to 11+

Admission Number for Reception: 30

Anticipated number of pupils on roll at
September 2018: 211

Headteacher: Mr F Barratt

Telephone/Fax Number: 248 5009/251
0395

Email:

enquiries@stjohnfisherlearning.co.uk

Website: www.st-johnfisher.org

St John Fisher Primary – a Catholic Voluntary Academy is a Catholic school in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the academy and continue to care for its buildings and its people.

The academy provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parishes of Our Lady of Lourdes and St Anthony's.

It is a Catholic Voluntary Academy which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the academy's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St John Fisher Primary – a Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 30.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St John Fisher Primary – a Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St John Fisher Primary – a Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure.

Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted.

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children. (footnote 3)

Applications are by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which can be found in the LA Admission Booklet and on the LA web-site:
www.sheffield.gov.uk/pupiladmissions

Parental Preference

The LA Common Application Form provides the opportunity for parents/carers to express up to three choices of schools or academies in rank order of preference.

You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form.

Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT SCHOOL IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.

Admission to the Academy

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or take up a part time place.

Admission of Children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the Headteacher, including the

Headteacher'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.

Criteria for Admission

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority being given to children who live nearest to the school as the crow flies. The distance will be measured from the child's home to the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation.

Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One

Catholic children (see footnote 2) who:

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St John Fisher Primary – a Catholic Voluntary Academy at the time of their admission
- c) live within the parish of Our Lady of Lourdes and St Anthony's

Category Two

Looked After Children or previously

Looked After Children (footnote 4) who are **not** baptised Catholics.

Category Three

Children who have siblings (footnote 5) attending St John Fisher Primary – a Catholic Voluntary Academy at the time of their admission.

Category Four

Catholic children who live in other Catholic parishes but do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the parish of Our Lady of Lourdes and St Anthony's
- b) other Christian denominations (as detailed in footnote 7), at the time of application, whose parents have sought the written support of their minister and live within the parish of Our Lady of Lourdes and St Anthony's.

Category Six

Children who are members of Other World Faiths whose parents wish them to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Who have a specific educational, medical or emotional need who do not come under any of the above categories, provided that the appropriate written evidence from a suitable qualified professional eg Doctor, Social Worker is submitted with the application indicating why St John Fisher Primary - a Catholic Voluntary Academy is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education

Category Nine

Other Children

Footnotes

Footnote 1

This number has been calculated according to the capacity of the academy, which the law defines and has been agreed with Sheffield LA.

Footnote 2

'Catholic children' are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen:
Catechumens are those children whose parents have expressed an explicit desire for their child to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception:
Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, whose parents have expressed an explicit desire for their child to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation

are maintained by the parish.

Churches which are in Full Communion with the Roman Catholic Church

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of Looked After Children

A Looked After Child has the same meaning as in Section 22(1) of the Children Act 1989 who is:

- a) in the care of the local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children Act 1989).

A previously Looked After Child is a child who immediately, after being looked after, became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of a Sibling: A Sibling is defined as children who live as brother or sister in the same house, including natural brothers and sisters, adopted brothers and sisters, stepbrothers or stepsisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers

and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches

Please contact the Diocesan Schools' Department (0114 256 6440) for further information.

Footnote 7

Definition of children of other Christian denominations: 'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Confirmation of the above should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Place of Residence

The Child's ordinary place of residence

will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term (insert date). Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both

the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

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

Applications Outside the Normal Admissions Round

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

Appeals Against the Governing Body's Decision to Refuse Admission

- If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicant.
- Parents who intend to make an appeal against the Governing Body's

decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal Services
Sheffield City Council
Town Hall
Sheffield S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admissions Appeals Code.

Timetable for Admissions Applications

Closing date for receipt of applications (same as LA)

Late date for receipt of applications (same as LA)

Offer day (same as LA)

Documentation Required

The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.

- The Additional Information form, obtainable from the school, the Admissions Team or by downloading a copy from www.sheffield.gov.uk/education/information-for-parentscarers/admissions-process/apply/admissions.html should be completed and returned to the school by the same closing date as for all applications
- A copy of your child's BIRTH CERTIFICATE
- A copy of the child's BAPTISM CERTIFICATE if the applicant is Catholic or baptised Christian, or Dedication Certificate if the child is a member of another Christian Church.
- MINISTERS REFERENCE if the child is a member of another Christian Church or other World Faith.

The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.

FAILURE TO COMPLETE AND RETURN THE ADDITIONAL INFORMATION FORM OR ANY OF THE ABOVE DOCUMENTS MAY AFFECT THE ADMISSION CATEGORY YOUR APPLICATION IS PLACED IN.

St. Joseph's Primary - a Catholic Voluntary Academy

Address: St. Joseph's Road S13 9AT
School Category: A Catholic Voluntary Academy

Age Range: 4+ to 11+

Admission Number for Reception: 29

Anticipated number of pupils on roll at September 2018: 210

Headteacher: Mrs. N Nelis

Telephone/Fax Number: 269 2773/
254 8802

Email/Website: enquiries@st-josephs.sheffield.sch.uk

St Joseph's Primary School, a CVA is a Church aided school in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St Joseph's, Handsworth.

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Instrument of Government;

by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Joseph's Primary School, a Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 29.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St Joseph's Primary School, a Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St Joseph's Primary School, a Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final

allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.

Date of Admission to the School for 2018/2019

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2018/19 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times:

- a) children whose fifth birthday falls between 1st September and 31st December – admission at the beginning of the Autumn Term in September.
- b) children whose fifth birthday falls between 1st January and 31st August – admission at the beginning of the Spring Term in January.

Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child’s home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending St Joseph’s Primary School at the time of admission
- c) live within the parish of St Joseph’s’

Category Two

Looked After Children or previously Looked After Children (footnote 3) who are not baptised Catholics

Category Three

Children who have siblings (footnote 4) attending St Joseph’s Primary School, the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 5) who have sought the written support of their minister and live within the parish of St Joseph’s

- b) Other Christian Churches, who are full members of Churches Together in England (footnote 6) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Joseph’s

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional e.g. Doctor, Social Worker is submitted with the application indicating why St Joseph’s school is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children’s education.

Category Nine

Other children

Footnotes:

Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA

Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to

be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440).

Footnote 3

Definition of 'Looked after children'

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 4.

Definition of Sibling

A sibling is defined as children who live

as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 5

Orthodox Churches – please contact the Diocesan Schools' Department for further information.

Footnote 6

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school. Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Place of residence

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

Late Applications

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

Waiting List

Waiting lists will be dealt with in accordance with the LA Scheme.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the

school, the offer of a place may be withdrawn.

- Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
- Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

- If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
- Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Assistant Chief Executive,
Legal and Governance, Town Hall,
Sheffield, S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code. Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Documentation Required

- The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
- The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by the agreed date of the Admission Forum.
- A copy of the child's baptism certificate if the applicant is Roman Catholic.
- Ministers Reference if the child is a member of another Christian Church or other World Faith.
- The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
- Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

St Mary's Catholic Primary School

Address: Pack Horse Lane,
High Green, S35 3HY

School Category: co-educational,
Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4+ to 11+

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 210

Headteacher: Miss A Healy

Telephone/Fax Number: 284 8488/
284 6111

Email/Website: enquiries@st-marysgreen.sheffield.sch.uk

St. Mary's Primary School, a Catholic Voluntary Academy is a Catholic school in the Diocese of Hallam.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St. Mary's, High Green.

Admission Arrangements to the School

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the Articles of Association; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St. Mary's Primary School, a Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 30.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St. Mary's Primary School, a Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield

area, including St. Mary's Primary School, a Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Local Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION.

Our telephone number is 0114 284 8488.

Date of Admission to the School for 2018/2019

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Criteria for Admission:

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.(footnote 3)

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child’s home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One

Catholic children (see footnote 2) who:-

- a. are Looked After Children or previously Looked After Children (footnote 4)
- b. are siblings (footnote 5) of Catholic children attending St. Mary’s Primary School, a Catholic Voluntary Academy at the time of admission

- c. live within the parish of St. Mary’s, High Green

Category Two

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics.

Category Three

Children who have siblings (footnote 5) attending St. Mary’s Primary School, a Catholic Voluntary Academy at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the parish of St. Mary’s, High Green
- b) Other Christian Churches, who are full members of Churches Together in England (footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parish of St. Mary’s, High Green

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified

professional eg Doctor, Social Worker is submitted with the application indicating why St. Mary's Primary School, a Catholic Voluntary Academy is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

If parents/carers require any further details the full admission policy is available by contacting the Headteacher.

Footnotes

Footnote 1

This number has been calculated according to the capacity of the academy, which the law defines and has been agreed with Sheffield LA.

Footnote 2

'Catholic children' are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen:

Catechumens are those children whose parents have expressed an explicit desire for their child to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception: Candidates for Reception into Full Communion with the Roman Catholic

Church are already baptised in another Christian Tradition, whose parents have expressed an explicit desire for their child to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

Churches which are in Full Communion with the Roman Catholic Church

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of Looked After Children

A Looked After Child has the same meaning as in Section 22(1) of the Children Act 1989 who is:

- a) in the care of the local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children Act 1989).

A previously Looked After Child is a child who immediately, after being looked after, became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of a Sibling: A Sibling is defined as children who live as brother

or sister in the same house, including natural brothers and sisters, adopted brothers and sisters, stepbrothers or stepsisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches

Orthodox Churches – please contact the Diocesan Schools' Department for further information.

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever

title) on the above basis.

Place of Residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term (insert date). Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round the

governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

Applications outside of the normal admissions round

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

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by 15 January 2018.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Key dates

Closing and allocation dates will be consistent with the co-ordinated scheme

– details of which will be given in the composite prospectus.

St. Marie's Catholic - a Catholic Voluntary Academy

Address: Fulwood Road, Sheffield, S10 3DQ

School Category: Co-educational

Religious Affiliation: Voluntary Aided

Age Range: 4-11

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 270

Headteacher: Mr J Fernandes

Telephone/Fax Number: 230 1904/ 230 3509

Email: enquiries@stmarieslearning.co.uk

Website: www.st-maries.sheffield.sch.uk

St.Marie's School is a Catholic Voluntary Academies in the Diocese of Hallam.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parishes of the Cathedral Church of St Marie; the Holy Family; St Francis of Assisi; St William of York; and St. Vincent's.

It is a Catholic Voluntary Academy in which the Governing Bodies are responsible for admissions. They are guided in that responsibility by the requirements of law; the requirements of the Trust Deed and each school's Instrument of Government; by advice from the Diocesan Trustees and their duty to the Catholic community and the Common Good.

Please note that admission to St Marie's School, A Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which will have its own admission policy.

The admission numbers for 2018/19 is 30.

These numbers have been calculated according to the capacity of the schools, which the law defines.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority, and who have expressed a preference for St Marie's School, A Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools/ Catholic Voluntary Academies within the Sheffield area, including St Marie's School, A Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Local Authority.

Pupils with a statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.(footnote 3)

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL

INFORMATION FORM, both of which are to be found in the LOCAL AUTHORITY ADMISSION BOOKLET and on the SHEFFIELD COUNCIL WEBSITE.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2018/2019 is September 2018.

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age (age 5), is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the

best interests of the child. Including taking into account the views of the headteacher, including the headteacher'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.

Criteria for Admission:

Where there are more applications for admission to one of the three schools than the planned admission number stated (footnote 1) the relevant Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid-category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the chosen school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One:

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 4) of Catholic children attending that school at the time of admission
- c) live within the relevant feeder parishes for that school (footnote 1)
- d) Baptised Catholic children of staff

who have been employed at the school for two or more years at the time at which the application for admission is made

Category Two

Looked After Children or previously Looked After Children (footnote 4) who are not baptised catholics.

Category Three

Children who have siblings (footnote 5) attending that school at the time of admission.

Category Four

- a) Catholic children who live in other Catholic parishes but who do not have a sibling in the school.
- b) Non-Catholic children of staff who have been employed at the school for two or more years at the time at which the application for admission is made.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the relevant feeder parishes for that school (footnote 1)
- b) Other Christian denominations (as detailed in footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the relevant feeder parishes for that school (footnote 1)
- c) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live outside the relevant feeder parishes for that school (footnote 1)
- d) Other Christian denominations (as detailed in footnote 7) at the time of application, whose parents have

sought the written support of their minister and live outside the relevant feeder parishes for that school (footnote 1)

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional, e.g. Doctor or Social Worker, is submitted with the application indicating why that school is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children.

Footnotes

Footnote 1

This number has been calculated according to the capacity of the academy, which the law defines and has been agreed with Sheffield LA.

Footnote 2

'Catholic children' are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of

Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen:

Catechumens are those children whose parents have expressed an explicit desire for their child to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception:

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, whose parents have expressed an explicit desire for their child to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation.

It is advisable that records of any such reception or incorporation are maintained by the parish.

Churches which are in Full Communion with the Roman Catholic Church

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of Looked After Children

A Looked After Child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of a Sibling:

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 6

Orthodox Churches

Orthodox Churches – please contact the Diocesan Schools’ Department for further information.

Footnote 7

Definition of children of other Christian denominations “Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Confirmation of the above should be obtained via the Minister / Religious Leader’s Reference on the additional information form.

Place of Residence

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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

Late Applications

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

Waiting List

1. If parents wish, names of children will automatically be placed on the waiting list for that school, when the child has been refused admission.
2. A vacancy only arises in the Reception year when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set).
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 that school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list above those with a lower priority. (Point 5 only applies to co-ordinated schemes).

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

The Assistant Chief Executive
Legal & Governance
Sheffield City Council
Town Hall
Sheffield S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Timetable

Details of key dates within the Admissions process are published on the Sheffield City Council Website.

Documentation Required

1. The school requires additional information not contained on the **Common Application Form**. This additional information is needed to place your application in the correct priority of admission category.
2. The **Additional Information Form**, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by the closing date. A copy of the child's baptism certificate if the applicant is Roman Catholic
3. Ministers Reference if the child is a member of another Christian Church or other World Faith.

The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.

St Patrick's Catholic Primary School

Address: Barnsley Road,
Sheffield S5 0QF

Religious Affiliation: Catholic

School Category: Voluntary Aided
(Co-educational)

Age Range: 3+ to 10+

Admission Number for Reception: 40

Anticipated number of pupils on roll at
September 2018: 270

Headteacher: Mrs F Nelis

Telephone/Fax Number:
0114 245 6183/0114 257 1463

Email:
enquiries@stpatricks.sheffield.sch.uk

Website www.st-patricks.sheffield.sch.uk

St Patrick's Catholic Voluntary Academy is a Catholic school in the Diocese of Hallam.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St Patrick's.

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Articles of Association by advice from Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to the School's nursery does not guarantee a place will be offered in the Primary school, an application must be made in accordance with this policy.

Please note that admission to St Patrick's Catholic Voluntary Academy does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 40.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 40th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St Patrick's Catholic Voluntary Academy before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St Patrick's Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Local Authority.

Pupils with a statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children. (footnote 3).

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM, both of which are to be found in the LA ADMISSION BOOKLET.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three

choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION. Our telephone number is 0114 2456183

Date of Admission to the School for 2018/2019

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the headteacher, including the headteacher'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.

Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending Saint Patrick's Catholic Voluntary Academy at the time of admission
- c) live within the parish of Saint Patrick's.

Category Two

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics.

Category Three

Children who have siblings (footnote 5)

attending Saint Patrick's Catholic Voluntary Academy at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the parish of Saint Patrick's.
- b) Other Christian denominations (as detailed in footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parish of Saint Patrick's.

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why Saint Patrick's Catholic Voluntary Academy is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children.

Footnotes:

Footnote 1

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA.

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic

Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in Section 22(1) of the Children Act 1989, and means 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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Confirmation of the above should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Place of residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to

be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term. Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal and Governance
Democratic Services
Town Hall
Sheffield
S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Key Dates

Closing and allocation dates will be consistent with the co-ordinated scheme – details of which will be given in the composite prospectus.

Documentation Required

1. The school requires additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category;
2. The Additional Information Form, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application Form and returned to the LA by the published closing date;
3. A copy of the child's baptism certificate if the applicant is Roman Catholic;
4. Ministers Reference if the child is a member of another Christian Church or other World Faith;
5. The Additional Information Form is not an application for admission to the school and its return does not guarantee a place at the school;
6. Failure to complete and return the Additional Information Form may affect the admission category your application is placed in.

St Theresa's Catholic Primary School

Address: Prince of Wales Road, S2 1EY

School Category: co-educational

Religious Affiliation: Roman Catholic

Age Range: 3+ to 11+

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 210

Headteacher: Mrs A Woodhead

Telephone/Fax Number: 239 7251

Email:

admin@st.theresas.sheffield.sch.uk

St. Theresa's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Sheffield LA. This means that the members of Parish and the Diocese of Hallam have

contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to children who live and worship within the parish of St. Theresa's.

It is a Voluntary Aided School in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St. Theresa's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

Admission Arrangements to the School

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2018/19 parents will be given an option for their child to enter the primary reception class full or part-time from the September after their fourth birthday, choosing for them to start in September or to remain in Nursery till January or Easter. The school will consult with any parent who wishes to discuss their choice for their child.

If no alternative is requested the Governing Body being the admissions authority for this school, will usually admit children into school at the following times

- a) Children whose fifth birthday falls between 1st September and 31st December – admission at the beginning of the Autumn Term in September
- b) Children whose fifth birthday falls between 1st January and 31st August

– admission at the beginning of the Spring Term in January.

Admission Oversubscription Criteria

Where applications exceed the number of available places the following criteria will be strictly applied to decide which children will be admitted.

3

Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs that names the school are required by law to be admitted.

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority: **In each of the categories priority will be given to children attending St. Theresa's Catholic Nursery.**

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school. In circumstances where two or more children live the same distance from the school the offer of a place will be decided by drawing lots. The first name drawn will be offered the place.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending St. Theresa's Catholic school at the time of admission

c) live within the parish of St. Theresa of the Child Jesus.

Category Two

Looked After Children or previously Looked After Children (footnote 3) who are not baptised Catholics.

Category Three

Children who have siblings (footnote 4) attending St. Theresa's Catholic Primary School at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 5) who have sought the written support of their minister and live within the parish of St. Theresa of the Child Jesus.
- b) Other Christian denominations (as detailed in footnote 6) at the time of application, whose parents have sought the written support of their minister and live within the parish of St. Theresa of the Child Jesus

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St. Theresa's Catholic Primary school is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children

Footnotes:

Footnote 1

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA.

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, or those whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is

advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440).

Footnote 3

Definition of 'Looked after children'

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 4

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters.

Footnote 5

Orthodox Churches – please contact the Diocesan Schools' Department for further information

Footnote 6

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his

body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Documentation Required to Support Application

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable from the school, Admissions Team or by downloading a copy from www.sheffield.gov.uk/pupiladmissions should be completed and returned to the school by 15 January 2018.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/baptised Christian
4. Minister's/Religious Leader's Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

If parents/carers require any further details the full admission policy is available by contacting the Headteacher.

Key Dates

Closing and allocation dates will be consistent with the co-ordinated scheme – details of which will be given in the composite prospectus.

Parental Preferences

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 choices of schools (2 in Doncaster) in rank order of preference.

PLEASE NOTE HOWEVER:

That ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.

St Thomas of Canterbury School - a Catholic Voluntary Academy

Address: Chancet Wood Drive, S8 7TR

School Category: Co-educational

Religious Affiliation: Voluntary Aided

Age Range: 3-11

Admission Number for Reception: 30

Anticipated number of pupils on roll at September 2018: 214

Executive Headteacher: Mr Andrew Truby

Head of School: L Colcough

Telephone/Fax Number:

2745597/2746499

Email: enquiries@st-tc.co.uk

St Thomas of Canterbury School, is a Catholic Primary School in the Diocese of Hallam working in partnership with St Marie's and St Wilfrid's Catholic Primary Schools within Our Lady Seat of Wisdom Umbrella Trust.

As a Catholic Voluntary Academy, the school's Governing Body is responsible for admissions. Governors are guided in that responsibility by the requirements of law and the requirements of the Trust Deed, taking advice from the Diocesan Trustees and bearing in mind their duty to the Catholic community and the Common Good.

The Published Admission Number (PAN) for 2018/19 is 30.

This number has been calculated according to the capacity of the school, which the law defines.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield Local Authority who have submitted an application before the closing date will receive a single offer of a school place from the Authority.

Details of the co-ordinated scheme can be obtained from the Authority.

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM, both of which are to be found in the LOCAL AUTHORITY ADMISSION BOOKLET and on the SHEFFIELD COUNCIL WEBSITE.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. Parents/carers are invited to

submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis; ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

Please note that admission to the school does not guarantee eventual admission to one of the Catholic High Schools, which have their own admission policies.

The date of Admission to the School for 2018/19 is September 2018.

Criteria for Admission:

Please note that children who have a Statement of Special Educational Needs or Education Health and Care Plan that names the school are required by law to be admitted.

Where there are more applications for admission than the Published Admission Number stated (see above) the Governing Body will apply the following criteria in strict order of priority:

Category One

Catholic children who:-

- c) are Looked After Children or previously Looked After Children
- B) are siblings of Catholic children attending that school at the time of admission
- C) live and worship within the relevant feeder parishes for the school
- d) live within other parishes

Category Two

Looked After Children or previously Looked After Children who are not baptised Catholics.

Category Three

Children who are not baptised in the Catholic faith but have siblings attending that school at the time of admission.

Category Four

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church who have sought the written support of their minister and live within the relevant feeder parishes for that school
- b) Other Christian denominations at the time of application, whose parents/carers have sought the written support of their minister and live within the feeder parishes for the school
- c) Orthodox Churches as recognised by the Catholic Church who have sought the written support of their minister and live outside the feeder parishes for the school
- d) Other Christian denominations at the time of application, whose parents have sought the written support of their minister and live outside the feeder parishes for the school

Category Five

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Six

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional, e.g. Doctor or Social Worker, is submitted with the application indicating why that school is the most appropriate setting.

Category Seven

Children whose parents/carers are seeking a Christian environment for their children's education.

Category Eight

Other children

The Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30th child admitted.

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places for all the children in that category using a random allocation process which will be overseen by the Local Authority Primary Admissions team. The names of the children who fall within this category will be entered into a computer program specifically designed to randomly allocate the places available.

The school requires additional information not contained on the Common Application Form. The documentation is obtainable in the LA admission booklet and on the Sheffield Council's website. This additional information is required in order to place applications in the correct priority of admission category.

1. The Additional Information Form

This should be completed, securely attached to the Common Application form and returned to the LA by the closing date with a copy of the child's baptism certificate if the applicant is Roman Catholic

2. A Minister's/Religious Leader's Reference

This is required if the child is a member of another Christian denomination or other World Faith.

The Additional Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however failure to complete and return the Additional Information Form may affect the admission category in which the application is placed.

St Thomas More's Catholic Primary School

Address: Creswick Lane, Grenoside

School Category: co-educational,
Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4 to 11

Admission Number for Reception: 30

Anticipated number of pupils on roll at
September 2018: 210

Headteacher: Mrs D Faley

Telephone/Fax Number: 246 8020/ 257
7917

Email/Website: enquiries@st-
thomasmore.sheffield.sch.uk

St Thomas More Catholic Primary is a
Catholic school in the Diocese of
Hallam.

The school provides distinctive Christ
centred, Catholic education for children
aged 4+ to 11+ years, with priority being
given to Catholic children who live within
the parish of St Thomas More.

It is a Catholic Voluntary Academy in
which the Governing Body is responsible
for admissions. It is guided in that
responsibility by the requirements of law;
the requirements of the Trust Deed and
the school's Articles of Association by
advice from the Diocesan Trustees and
its duty to the Catholic community and
the Common Good.

Please note that admission to St Thomas
More Catholic Primary does not
guarantee admission to a Catholic High
School, which has its own admission
policy.

**The admission number for 2018/2019
is 30.**

The governing body will, where possible,
admit twins and all siblings from multiple
births where one of the children is the
30th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions
is a mechanism that ensures that all
parents/carers resident in Sheffield LA
and who have expressed a preference
for St Thomas More Catholic Primary
before the closing date will receive a
single offer of a school place on the
same day from the Authority. In order to
provide every parent with an offer of one
single place the Authority will be working
with the Governing Bodies of the
Catholic Voluntary Academies within the
Sheffield area, including St Thomas More
Catholic Primary. Details of the co-
ordinated scheme can be obtained from
the Local Authority.

Pupils with a statement of Special Educational Needs

The admission of pupils with a Statement
of Special Educational Needs or an
Education, Health and Care Plan is dealt
with by a completely separate
procedure. Children with a Statement of
Special Educational Needs or Education,
Health and Care Plan that names the
school must be admitted. Where this
takes place before the allocation of
places under these arrangements this
will reduce the number of places
available to other children.(footnote 3)

Applications are made by the completion
of the COMMON APPLICATION FORM
and the Diocese of Hallam ADDITIONAL
INFORMATION FORM both of which are
to be found in the LA ADMISSION
BOOKLET.

Parental Preference

The Local Authority Common Application
Form provides the opportunity for
parents/carers to express up to three
choices of schools in rank order of
preference. You are invited to submit up
to three ranked preferences on the Local
Authority's Common Application Form.
Applications will be considered on an
Equal Preference basis, ranking by

preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2018/2019

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Admission of children outside their Normal Age Group.

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the headteacher, including the headteacher'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.

Criteria for Admission

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following

criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child's home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St Thomas More Catholic Primary school at the time of admission
- c) Live within the parish of St Thomas More

Category Two

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics.

Category Three

Children who have siblings (footnote 5) attending St Thomas More Catholic Primary School at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are member of;

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought written support of their minister and live within the parish of ST Thomas More.
- b) Other Christian denominations (as detailed in footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Thomas More.

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Thomas More Catholic Primary school is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children.

Footnotes:**Footnote 1.**

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA.

Footnote 2

“Catholic children” are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church or whose parents have been formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a

plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of 'Looked after children'
A 'Looked After Child' has the same meaning as in Section 22(1) of the Children Act 1989, and means 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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of Sibling
A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information.

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the

Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Confirmation of the above will be obtained via the Minister/Religious Leader's Reference on the additional information form.

Place of residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term (July 2018). Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the

Governing Body, depending on the length of time that the child has been at the school.

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal Services,
Legal Services,
Sheffield City Council,
Town Hall, Sheffield,
S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Timetable

Applications invited from: September 2017

Online site closes: Early December 2017 (noon)

Closing date: 15th January 2018 (noon)

Offer date: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category
2. The Additional Information form, obtainable in the LA admission booklet, should be completed and returned to the school by the closing date along with the following:
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

St Wilfrid's Catholic Primary School

Address: Millhouses Lane, S7 2HE

School Category: co-educational, Voluntary Aided

Religious Affiliation: Catholic

Age Range: 4+ to 11+

Admission Number for Reception: 40

Anticipated number of pupils on roll at September 2018: 300

Headteacher: Mrs A Truby

Telephone/Fax Number: 236 5529/ 235 6520

Email/Website: enquiries@st-wilfridssheffield.sch.uk

St Wilfrid's Catholic Primary School is a Catholic Primary school in the Diocese of

Hallam working in partnership in the Our Lady Seat of Wisdom Umbrella Trust.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parishes of Mother of God Church and St William of York Church.

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Instrument of Government / Articles of Association; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Wilfrid's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 40.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 40th child admitted.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St Wilfrid's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St Wilfrid's Catholic Primary School. Details of the co-ordinated

scheme can be obtained from the Local Authority.

Pupils with a statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children (footnote 3).

Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET and on the SHEFFIELD COUNCIL WEBSITE.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2018/2019.

A child is entitled to a full time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to a later date in the school

year but not beyond the point at which they reach compulsory school age or beyond the beginning of the final term of the school year. A child may take up the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

Admission of children outside their Normal Age Group.

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child.

Including taking into account the views of the headteacher, including the headteacher'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.

Criteria for Admission

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the child's home to the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the

school the offer of a place will be decided by random allocation.

Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St Wilfrid's Primary Catholic school at the time of admission
- c) Live within the parishes of Mother of God church or St William of York Church.

Category Two

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics

Category Three

Children who have siblings (footnote 5) attending St Wilfrid's Catholic Primary School at the time of admission.

Category Four

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

Category Five

Children who are member of;

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought written support of their minister and live within the parishes of Mother of God church or St William of York Church.
- b) Other Christian Churches, (as detailed in footnote 7) at the time of application, whose parents have sought the written support of their

minister and live within the parishes of Mother of God church or St William of York Church.

Category Six

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

Category Seven

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Wilfrid's Primary school is the most appropriate setting.

Category Eight

Children whose parents are seeking a Christian environment for their children's education.

Category Nine

Other children.

Footnotes:

Footnote 1

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA

Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 256 6440)

Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Footnote 4

Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in Section 22(1) of the

Children Act 1989, and means 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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

Footnote 5

Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of

the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Confirmation of the above should be provided via the Minister / Religious Leader's Reference on the additional information form.

Place of residence

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. 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.

Late Applications

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

Waiting List

In addition to their right of appeal, unsuccessful children will be offered the

opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term 31st July 2019. Inclusion on the waiting list does not mean that a place will become available.

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 protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Pupil Admissions
Sheffield City Council
5th Floor North
Moorfoot Buildings
Sheffield
S1 4PL

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet or from the school should be completed, securely attached to the Common Application form and returned to the school before the application deadline date
3. The original child's baptism certificate if the applicant is Roman Catholic

4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. A recent utility bill or other proof of address
6. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
7. Failure to complete and return the Additional Information form and to provide the additional documentation may affect the admission category your application is placed in.

FOUNDATION SCHOOLS

Broomhill Infant school

Beech Hill Road

Broomhill

Sheffield S10 2SA

School Category: co-educational

Religious Affiliation: None

Age Range: 4+ to 7+

Admission Number for Reception: 40

Anticipated number of pupils on roll at September 2018: 120

Headteacher: Mrs C Timbers

Telephone/Fax Number: 0114 266 0936

Email/Website:

enquiries@broomhill.sheffield.sch.gov.uk

<http://broomhill.sheffield.sheffield.sch.uk>

Broomhill Infant School is a small school (120 pupils) with Foundation status. It is maintained by Sheffield CYPD. It is situated in the central area of the city. The school has four classes, two of which are mixed ages.

The school was inspected by Ofsted in June 2011 and was judged "outstanding".

The school gained the Challenge Award from NACE in June 2009 in recognition of its provision for more able pupils and

also has Healthy School Status and The Eco School Green Flag. In August 2014 Broomhill Infant School became a Forest School.

The school is inclusive in nature and serves children and families from a wide range of social, cultural and ethnic backgrounds. This aspect is highly valued in contributing to the breadth of the educational, creative and social experience of our pupils. Up to forty per cent of our children speak English as an additional language and this is celebrated in our school. The school has slightly higher than average mobility of pupils, partly due to families who study at the university or work at the hospitals and then return to their country of origin or move to another area.

The school has linked status with Nether Green Junior School. The majority of Year 2 pupils transfer to this school but a place is not guaranteed at Nether Green Junior School.

Admission Arrangements to the School

Children can start school in the September after their 4th Birthday. Parents of four year olds have greater flexibility over choosing when their child can start primary school. The Governing Body, which is the admissions authority for this school, usually admits children at three points during the school year which are September, January and April. To discuss other options, including part time options, please contact the Head teacher.

Special Educational Needs

Any child that has a statement of SEN or an EHC plan that names Broomhill Infant School as a first choice will be offered a place. A Statement of Special Educational Need/EHC Plan is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child.

Admission Oversubscription Criteria

Where there are more applications for admission than the indicated admission number¹, the Admission Committee of the Governing body will apply the following criteria in order:

1. Children in Public Care (Looked After)
 - 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) at the time of making an application to a school.
 - This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
2. Where the child has a sibling⁽²⁾ attending the school at the time of admission. In addition, the attendance of an older sibling at our linked junior school (Nether Green Junior School) will be included.
3. Proximity⁽³⁾ of the child's ordinary place of residence⁽⁴⁾ to the school, with those living nearer being accorded the higher priority.

Notes.

1. The Indicated Admission number for Broomhill Infant school is 40.
2. A sibling is a child who permanently or usually lives at the same address as:-
 - a. the child for whom an application has been made and who will attend the preferred school or the linked Junior school at the point of entry and;
 - b. a parent or person who has parental responsibility for the child for whom an application for admission is being made.

3. A determination of proximity is the distance measured by a straight line between the child's ordinary place of residence and the main entrance to the school building.
4. 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 school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week. 'If parents share responsibility in equal measure, they will be asked to agree upon the 'normal place of residence': schools cannot make this decision for parents.

Allocating places

The Admissions Committee of the Governing body allocates places on the basis of Broomhill Infant School's determined admission arrangements only, and a decision to offer or refuse admission is not made by one individual.

Infant class size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances.

Waiting lists

The Admissions Committee of the Governing body maintain a clear, fair and objective waiting list for each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription

criteria. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, will take precedence over those on a waiting list.

On receipt of an in-year application the Admission Committee of the Governing body will 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. The Admission Committee of the Governing body will also inform parents of their right to appeal against the refusal of a place

Right to appeal

When the Admission Committee of the Governing body informs parents of a decision to refuse their child a place at a school for which they have applied, it will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. The Admission Committee of the Governing body will not limit the grounds on which appeals can be made.

If parents/carers require any further details please contact the Head teacher.

Key Dates

Closing and allocation dates will be consistent with Sheffield Authority's co-ordinated scheme – details of which will be given in the composite prospectus.

Parental Preference

The Local Authority Common Application form provides the opportunity for parents/carers to express up to 3 preferences of schools in rank order of preference.

3

PLEASE NOTE HOWEVER:

All applications will be considered by the admission authority of this school on an equal preference basis. This means that eligibility for places in the school will be considered first of all by applying the school's over subscription criteria to your application irrespective of whether this school is your first, second or third preference.

The ranking of your preference will only be used in the final allocation of a place within the LA'S co-ordinated scheme where there is more than 1 potential offer.

Co-ordinated Admission Arrangements

The Co-ordinated Scheme

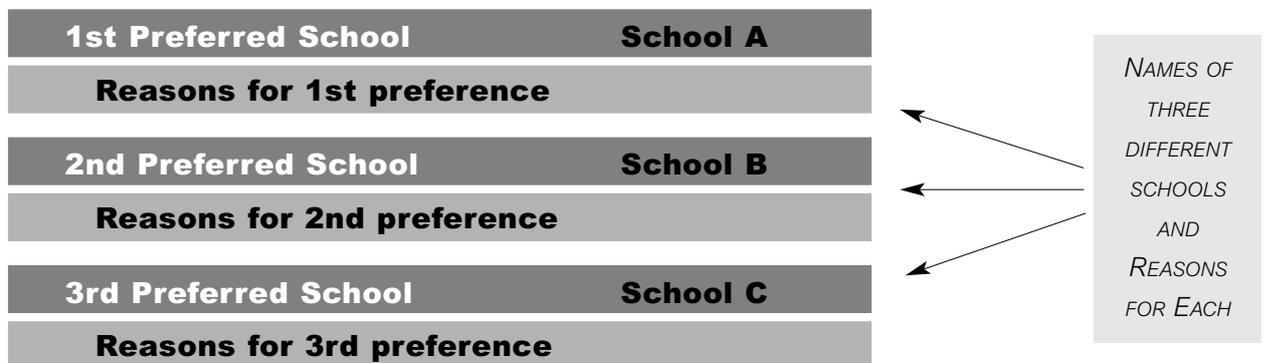
The Education Act 2002 introduced changes to the way in which the Local Authority manages admission to schools.

The changes have been introduced to make admission process fairer, more transparent and less stressful for parents. The co-ordinated scheme for admissions to Reception at a Sheffield Primary school is designed to ensure that every parent who lives in Sheffield and has applied for a school place for their child receives a single offer of a school place on the same day.

You will only have to complete one application to apply for a combination of any three schools, including Voluntary Aided, Voluntary Controlled Foundation Schools and Academies.

In order to provide every parent with an offer of one single place Sheffield Local Authority will be working collaboratively with the Governing Bodies of the Catholic, Church of England, Academies and Foundation schools within the area of Sheffield.

If you submit an application form before the closing date, a single offer



KEY

- E** Your child is **eligible** for admission, which creates a potential offer
- O** School oversubscribed – your child is not eligible for a place based on admission criteria
- A** Your child will be allocated a place as the highest ranked preference for which he/she is eligible

Preferred Schools Possible outcomes of 3 preferences

		1	2	3	4	5	6	7	8
1st	School A	E^A	O	O	E^A	E^A	E^A	O	O
2nd	School B	E	E^A	O	E	O	O	E^A	O
3rd	School C	E	E	E^A	O	E	O	O	O

of a school place will be made on 18 April 2016.

A full version of Sheffield's co-ordinated admission scheme can be found on the Council's website;
www.sheffield.gov.uk/pupiladmissions

No common application received by the Local Authority

Parents who do not submit an application will not receive an offer of a school place on 16 April 2018.

Please note that the LA strongly advises parents to complete and submit an application. Non-completion of a form (paper copy, over the telephone or online) will seriously reduce your child's chance of being offered a place at a school you want, since places will be allocated first to parents who have submitted an application form or applied online by the closing date.

Sheffield's Co-ordinated Admission Scheme and How to Apply

This is how the co-ordinated scheme works:

1. You decide on a maximum of three schools that you would like to apply for. Please read pages 8 and 34-110 for details of how the Community, Voluntary Controlled, Voluntary Aided and Foundation Schools in Sheffield decide eligibility for a place. Places at your catchment school are not guaranteed.
2. Having decided on your three schools you then have to make a second decision. In which order would I prefer my child to attend these schools? In other words, which is your first, second and third preferred school. This process is called ranking.

3. On the Common Application there are three boxes to put the names of your preferred schools and your reasons for your preferences.

It is very important that you record your preferences in the right order, starting with your first preference.

By listing your preferences in this way, they are in rank order.

- All the Community, Voluntary Controlled, Voluntary Aided Academies and Foundation Schools in Sheffield operate an 'equal preference' system.
- The Primary admissions team will determine whether or not there are places available at your three preferred schools. If you have named a Voluntary Aided or Foundation school the LA will liaise directly with the governing body on your behalf.
- If there is a place available then your child is "eligible for admission" for that school.
- Because you may have expressed preferences at three different schools, your child may be eligible for admission at one, two, all three or none of the schools.
- Section 2 of this booklet explains how the Local Authority determines whether your child is eligible for a place at a primary school.
- The outcome of your application will be one of the following (table below):

You must think very carefully about the preferences that you make and take advantage of the information available in this booklet to help you make informed decisions.

In the example at column 1 (table below) even though you would be eligible for all three schools you would only be offered School A as this is the school you have ranked highest. You would not be offered schools B or C.

If you do not obtain a place at your preferred school you will be able to appeal. Further advice on the appeals procedures is given at [page 87](#).

Consideration of preferences

At the closing date of 15 January 2018 the process of trying to meet parental preferences begins. This means that all Admission Authorities for schools named on the common application have to determine whether the child is eligible for admission to their school. The eligibility of your application for the schools indicated on your application is assessed against the oversubscription criteria that applies to each of the schools.

Once it is determined which of the preferred schools your child is eligible for (this could be all three, a combination of two, one or none of the schools indicated on your common application), Sheffield LA will allocate the highest ranked school for which you are eligible.

Offer Date

Applications received by Primary Admissions up to and including 31 January 2018 will be allocated a school place on 16 April 2018.

Late Applications

- Late applications/ changes in circumstances/ changes to preferences received by the Authority up to 31 January 2018, will be allocated a place on 16 April 2018.
- All other late applications/ changes in circumstances/ changes to preferences for Reception received after 31 January 2018 by the Authority will be dealt with after 16 April 2018.
- After the allocation date of 16 April 2018 parents may add or amend their preferences but may only have a maximum of 3 preferences. If a parents wishes to add a new

preference(s) they will therefore have to withdraw one or more of their original preferences to leave a maximum of three.

- After 16 April 2018 the late applications/ changes in circumstances/changes to preferences will be processed in date received order and in accordance with the published oversubscription criteria. Places will be allocated to one of your preferred schools or nearest available schools depending on availability.
- Please note that vacancies that arise after allocation date are also filled in date order. This means that the place will be offered to the applicant who has the highest right of admission according to the oversubscription criteria and whose application was received after allocation date up to the date that the vacancy arose.

Waiting Lists

(For sheffield community and voluntary controlled schools)

- Voluntary Aided schools and Broomhill Infant will maintain their own waiting lists.
- The Primary Admissions Team will establish a waiting list for all Community and Voluntary Controlled primary schools and Academies in Sheffield where the number of applications for those schools has exceeded the number of places available.
- Your child will automatically be placed on a waiting list for a Community or Voluntary Controlled school or Academy where he/she has been refused a place at a school ranked higher than the allocated school. The position on the waiting list is not affected by the ranked order.
- Waiting lists will be maintained until the end of the Summer Term 2018.

- Priority on the waiting list must be determined according to the oversubscription criteria the child falls into. It is unlawful to prioritise a waiting list based on the length of time a child has spent on it. A child arriving in the catchment area will therefore have a higher place on the waiting list than a non-catchment child who has been on the waiting list longer. For this reason, your child's position on a waiting list can go down as well as up.
- A place becomes available at an oversubscribed school only when the number of pupils allocated falls below the published admission number.
- Should a place become available at a school, and your child is at the top of the waiting list the following will happen;
 - **Before they have started school,**
The Authority will automatically allocate your child the school place and withdraw the school your child had previously been allocated. It is assumed that you will take up the place at the highest ranked school. The previous school place will be allocated to another child if there is demand for the place. You will not be contacted prior to this action being taken, therefore, if you do not wish for your child to remain on a waiting list you must inform Primary Admissions in writing.
 - **After they have started school,**
Primary Admissions will write to you to inform you that a place has become available. You will be asked to contact us, before a specific date, to tell us if you want the place. If you do not contact us before this date, the place will be offered to the next child on the waiting list. Your child will be removed from the waiting list.
 - If you would like your child to be placed on a waiting list of a school that you ranked lower than the one

you have been allocated, you must request this in writing to the Primary Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at that school, nor does it mean that you should not continue to try and secure a school place elsewhere.

It is advisable that you either consider the school that has been allocated to your child or contact Pupil Admissions for suggestions of alternative schools with available places.

Confirmation of address

In order to ensure that all parents and children are treated fairly under the terms of the City Council's Admission Policy, Sheffield Local Authority reserves the right to request proof to confirm the address given on your application form.

Change of address

If you change address or are planning to move, the Primary Admissions Team will need to see proof of your new address. A house move may change your catchment area school and affect the status of your application.

Catchment status and consideration of an application is based on the child's normal place of residence at the latest date for receiving applications (31 January 2018).

If you are considering a change of address you should contact Primary Admissions to be advised of the possible change to your application and to determine what proof is required.

Entry outside the normal year group

Children are normally educated in their chronological year group, though exceptions may be made in specific circumstances.

If you feel that your child should enter primary school earlier/later than the normal date you should make your

application in writing to the Primary Admission Team.

Parents are responsible for providing supporting evidence for such requests. Applications are normally considered by the Admissions Committee which will make a final decision.



Alternatively you may wish to download an appeal form from Sheffield City Council's website; www.sheffield.gov.uk/pupiladmissions

3

Admission to School for Children of UK Service Personnel

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice.

Although the Local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to their area some months in advance and may allocate a school place where the school has a place available.

Statutory Appeal

Appeals for a Sheffield community school

If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which can be obtained from the Primary Admissions Team;



Primary Admissions
Floor 5, North Wing,
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5766
Fax: 0114 273 4155



ed-admissions
@sheffield.gov.uk

Before completing your appeal form, you should read the 'Appeal Guidance for Parents' that will be sent with your appeal form. It has been produced to help you understand the role of the Independent Appeal Panel.

You should set out the reasons why you want your child to attend the particular school and include any supporting documentation.

You should return your completed form and any supporting information to Legal and Governance, Town Hall, Sheffield, S1 2HH. Parents applying in the normal admission round will be advised of the closing date. Appeal hearings for forms received after the date advised in the letter may be subject to delay.

You will be notified in writing by Legal and Governance about the date when the Appeal Panel will meet to consider your application. The hearings are normally held in the Town Hall, Pinstone Street.

You have the right to attend the hearing and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT.

The above appeal process does not apply to pupils with an Education Health Care Plan or statement of special educational needs. If your child has an Education Health Care Plan or statement, please contact the SEN Team on 0114 273 6394.

Appeals for a school not maintained by sheffield LA

If you wish to appeal for a school in a Neighbouring Authority, you must obtain an appeal form from that Authority.

Fair Access Protocol

All Local Authority's are required to establish a protocol for placing vulnerable children over and above the normal admission procedure.

The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child into a school that is full. The protocol provided a definition of categories of children that may be considered under the arrangements. Children without a school place must take precedence over children on a waiting list attending another school.

Other Useful Information

Primary Admissions – Contact Details

The Primary Admission team is based at Moorfoot. The contact details are stated below.

During busy periods there may be occasions when you can not get through on the telephone straight away. This is due to the high level of calls. Busy times for Primary Admissions are: February - June. We welcome your comments and suggestions. If you would like to make a comment about our service please contact us (see below).



Primary Admissions
Floor 5, North Wing,
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5766
Fax: 0114 273 4155



ed-admissions
@sheffield.gov.uk

our office hours are;
Monday – Thursday
9.00a.m – 5.00p.m
Friday
9.00a.m – 4.45p.m
(Except bank holidays).

Sheffield Admissions Website

The Admissions Team has its own website. A copy of this booklet can be found on the site.

A full and detailed copy of Sheffield's co-ordinated admission scheme can also be found on the website. The website also has details about the Admission Team, catchment areas and copies of application forms.

The website address is;
www.sheffield.gov.uk/pupiladmissions

Home to School Transport Policy

This section of the booklet describes the Local Authority's responsibility with regards to Home to School Transport for "Eligible children". Before applying for free transport you are advised to read this section.

How to Apply for Free Transport

To apply for a Zero Fare bus pass, contact the Customer First Team on 0114 273 4567. You will be sent an application form. You must return the completed form to the following address:

Customer Services,
Floor 2 Howden House,
Union Street, Sheffield S1 2SH

If your child meets the criteria for transport the Authority will provide a bus pass enabling your child to travel free of charge to and from school on public transport. Please note that Sheffield Authority does not have a statutory duty to provide transport for children who do not meet the criteria.

Please note that misuse of the bus pass or inappropriate behaviour on the bus, may result in the withdrawal of the pass.

Pupils attending a Sheffield school but who live outside the Sheffield boundary must apply to their Home Authority.

Before applying for free transport you are advised to read the following information about Sheffield's Transport policy.

General Entitlement to Free Transport

The Authority will make provision for free home to school transport in certain circumstances for children of compulsory school age, irrespective of income. Parents and Carers may apply for places at any school and will be offered a place if there is availability. Normally if a place is taken up outside the catchment area the child would not be eligible for free transport.

Statutory eligibility criteria for free home to school transport:

- Your child is under 8 years old, attends their catchment area or nearest suitable school and lives more than two miles from the school by the most direct walking distance, accompanied as necessary.
- Your child is 8 years old or over attends their catchment area or nearest suitable school and lives more than three miles from the school by the most direct walking distance, accompanied as necessary.

The Authority must also make free transport available for children who live within the statutory walking distances of their nearest qualifying school but the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.

The Authority's Road Safety Team may be requested to undertake an

assessment of a specific journey. In doing so it will consider any proposed journey under nationally approved criteria. Factors taken into account will include:

- The age of the child
- Whether any potential risk could be mitigated against if the child was accompanied.
- The width of any road travelled on and the existence of pavements
- The volume and speed of traffic
- The existence or otherwise of street lighting

If you think your child is eligible for free transport you should contact 0114 273 4567 to request an application form, or call into First point at Howden House. Once the form is completed return it as described above under "How to Apply for Free Transport".

Children entitled to free school meals or those whose parents are in receipt of their maximum level of Working Tax Credit.

From September 2007 children aged 8 but under 11 and entitled to free school meals or whose parents are in receipt of their maximum level of working tax credit, qualify for a free bus pass if they live more than 2 miles from their qualifying school.

If you think you may be eligible under this criteria or require help or advice please contact Customer Services on 273 4567.

Home to School Transport Appeals Process

The following two stage home to school transport review/appeals process will be implemented for applicants who do not meet the statutory eligibility criteria and have been refused assistance with transport to a school.

The parent/carer who wishes to challenge a decision about the transport arrangements offered to their child, including questions of their child's eligibility for travel support, the distance measurement and the safety of the route, will be entitled to seek a review of and, if necessary, an appeal to the Admissions Committee against the decision.

Stage one:

Once a decision has been made to refuse Home to School Transport, a parent/carer will receive a letter from Customer First informing them that:

They have **20 working days** from receipt of the local authority's home to school transport decision, to make a written request asking for a review of that decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within **20 working days** of receipt of the parent's written request, a senior officer will review the original decision and send the parent a detailed written outcome setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. How the review was conducted (including the standard followed e.g. consideration of eligibility criteria, qualifying schools, Road Safety etc. if appropriate);
4. Information about other departments and/or agencies if they were consulted as part of the process (if appropriate);
5. The rationale for the decision reached;

6. Information regarding further escalation of the appeals process to stage two (if appropriate).

Stage two:

The parent/carer has 20 working days from receipt of the local authority's Stage one decision to make a written request to escalate the matter to stage two where an Admissions Committee will meet and consider the individual circumstances. The parent/carer should submit detailed reasons for the appeal, together with any supporting information/documents.

The Terms of Reference for the Admissions Committee is set out in the Council's Constitution. The Committee have delegated authority to determine appeals against decisions to refuse transport. This means that the Committee has discretion to consider any case that does not fall within the Council's Home to School Transport Policy. The Committee is experienced with regard to school transport legislation guidance.

Within **40 working days** of receipt of a request for escalation, the Committee will consider representations from the parent and Local Authority officers. The appeal will be determined on the basis of the written material submitted.

Before reaching their decision the Committee will look at all the available information and documentary evidence and reach a considered view in light of their discretion. The Committee will consider whether there are any exceptional educational, financial, medical, physical, family or social circumstances. The Committee will also consider the reasons for choosing a particular school. **Please insert any other factors you feel are relevant.**

Once a decision has been reached the parent/carer will receive a detailed written outcome of the appeal setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. The rationale for the decision reached;
4. How the review was conducted (including consideration of eligibility criteria qualifying schools, road safety assessments etc, if appropriate);
5. The guidelines and standards followed (including statutory duties, DFE guidelines, road safety assessments;
6. Information about other departments and/or agencies that were consulted as part of the process (if appropriate);
7. If refused, information about escalation to the Local Government Ombudsman (see below).

Complaint to the Local Government Ombudsman/Judicial Review

The decision of the Committee is final and there is no further appeal, unless there have been significant and material changes in the parent's circumstances that require a new decision about their application, e.g. medical reasons or they have moved house.

Where an appeal is unsuccessful at Stage two, appellants will be notified that they have the right of complaint to the Local Government Ombudsman, only where complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled.

If the complainant considers the decision of the Admission Committee to be flawed on public law grounds, the complainant may also apply for judicial review.

This document will be published on the Sheffield City Council's website and paper copies will be provided with refusal letters.

Sustainable Transport

Sheffield City Council is developing a Strategy that aims to enable and encourage home to school journeys to be made by ways other than the private car, for example by walking, cycling and using public transport.

It will do this by ensuring that you have access to travel and transport information when you make your choice of schools. We will work with young people, parents and carers and schools to see how we can improve the journey to school and encourage sustainable travel.

The objectives of our Strategy are to:

- Encourage travel by modes other than the private car
- Provide travel choice
- Improve travel safety
- Improve the health of children, young people and parents
- Raise awareness and promote sustainable travel options

Interactive Map

From the following link www.sheffield.gov.uk/gettingtoschool you can access a new easy to use interactive map to explore your sustainable travel options. This will include information on bus routes, cycle routes and safe walking routes. Adopted School Travel Plans will also be available to view.

You can access the internet for free at your local library or First Point centre.

Complaints

If you are unhappy with the service you have received and would like to make a complaint, you should put your concerns in writing to the Principal Admissions Officer at the address on page 90. This procedure should not be confused with the appeal process described on page 69 which allows you to appeal for a different school to the one you have been allocated.

If you are still unhappy you may complain to the Local Government ombudsman. See contact details below

Local Government Ombudsman (for East Midlands and North of England)

Beverley House
17 Shipton Road,
York YO30 5FZ
Tel: 01904 663200

School Terms and Holidays 2018/2019

Please refer to the Council's website for details of term dates and school holidays www.sheffield.gov.uk/education/our-schools/terms-and-holidays

Please note that each school organises five training and development days which are determined by the school. For information on specific training days you should contact the individual school.

Please refer directly to Voluntary Aided and Broomhill Infant for details of their holidays.

School Dress Code

Parents/carers should contact individual schools for details of their dress code. Please note that the Authority is no longer able to offer assistance towards school uniform.

Sheffield Early Years and Childcare Service

The Authority works closely with Early Years Providers to:

- Provide a good quality free education place for all 3 and 4 year olds whose parents want one, from the term after their third birthday.
- Develop good quality childcare for children aged 0-14 years across the City.

Details of the Early Years Education Childcare can be obtained on the Sheffield City Council website at www.sheffield.gov.uk.

Early Years Education Places

Every three and four year old is entitled to a free early years education place. Places are available in Nursery School and Primary School Nurseries, Young Children Centres and in most private, community and independent nurseries or pre-schools. Places are also available in eligible child-minding networks.

Further information on Early Education and Childcare is available from the Children's Information Service. Tel. 275 6699, Monday to Friday, 9.30 – 3.30 pm.

When parents or carers have any worries about their child's educational progress or development, they should discuss these with staff in school. Schools have access to a wide range of Support Services, including the Educational Psychology Service, and can seek additional expert knowledge where it is needed.

Families can seek advice directly from the Educational Psychology Service on a range of matters relating to children's development where these are not school-related. The service may be able to offer helpful ideas and strategies to try, or suggest other useful contacts. For further details contact 0114 250 6800.

Special Educational Needs (SEN) Section

Most children with special educational needs are educated in mainstream schools. A small minority of children have more complex needs. The SEN Section works with schools and families to ensure that all children with SEN are identified and supported appropriately.

The SEN Section allocates Special School and Integrated Resource Unit placements. For further information contact 0114 273 6394.

To apply for a place in a Special School contact the Special Educational Needs Team on 273 6394

SHEFFIELD SPECIAL SCHOOLS (PRIMARY)

From September 2018

NAME OF SCHOOL
ADDRESS
TEL NO.
HEADTEACHER

Heritage Park Community School

(Behavioural, emotional and social difficulties) (7-16)

Norfolk Park Road, S2 2RU

Tel: 279 6850, Fax: 275 8476

Executive Headteacher: Mr T Middleton, Head of School: Mr M Walsh

E-mail: enquiries@heritagepark.sheffield.sch.uk

Holgate Meadows Community School

(Behavioural, emotional and social difficulties) (7-16)

Lindsay Road, S5 7WE

Tel: 245 6305, Fax: 257 6761

Executive Headteacher: Mr T Middleton, Head of School: Mrs D Green

E-mail: enquiries@holgatemcs.sheffield.sch.uk

Mossbrook Primary School

(Autism and communication difficulties)(4-11)

Bochum Parkway, S8 8JR

Tel: 237 2768, Fax: 283 9253

Headteacher: Mr D Linkhorn

E-mail: enquiries@mossbrook.sheffield.sch.uk

Norfolk Park Primary School (Learning difficulties and complex needs)(2-11)

Park Grange Road, S2 3QF

Tel: 272 6165, Fax: 272 5932

Headteacher: Mrs J Vickers, Acting Head of School: J Carterwick

E-mail: enquiries@norfolkpark.sheffield.sch.uk

The Rowan Primary School (Autism and communication difficulties)(4-11)

4 Durvale Court, S17 3PT

Tel: 235 0479, Fax: 235 0478

Headteacher: Mrs A Young

E-mail: enquiries@rowan.sheffield.sch.uk

Woolley Wood Primary (Learning difficulties and complex needs)(2-11)

Chaucer Road, S5 9QN

Tel: 232 7160, Fax: 232 7161

Headteacher: Mr D Whitehead

E-mail: enquiries@woolleywood.sheffield.sch.uk

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To apply for a place in a Integrated Resource contact the Special Educational Needs Team on 273 6394

SHEFFIELD INTEGRATED RESOURCES (PRIMARY)

From September 2018

NAME OF SCHOOL
ADDRESS
TEL NO.
HEADTEACHER

Angram Bank Community School (Hearing Impaired)

Kinsey Road, High Green, S35 4HN

Tel: 284 8553, Fax: 284 6894, Headteacher: Mrs A Carr

E-mail: enquiries@angrambank.sheffield.sch.uk

Arbourthorne Community Primary (Learning difficulties and complex needs)

Eastern Avenue, S2 2GQ

Tel: 239 8163, Fax: 264 2716, Headteacher: Mrs V Langley

E-Mail: enquiries@arbourthorne.sheffield.sch.uk

Birley Spa Community Primary (Language, communication, interaction and Autistic Spectrum Disorders)

Jermyn Crescent, S12 4QE

Tel: 239 9106, Fax: 253 1236, Headteacher: Mr R M Young

E-mail: enquiries@birleyspa.sheffield.sch.uk

Fox Hill Primary (Learning difficulties and complex needs)

Keats Road, S6 1AZ

Tel: 231 3469, Fax: 285 3661, Executive Principal: Ms N Shipman,

Principal: Mr M Revill

E-mail: enquiries@foxhill.sheffield.sch.uk

Greystones Primary (Hearing Impaired)

Tullibardine Road, S11 7GL

Tel: 266 3413, Fax: 268 6235, Executive Headteacher: Mr C Jennings

Head of School Mr S Glossop

E-mail: enquiries@greystones.sheffield.sch.uk

HBH Academy, Hartley Brook Primary (Learning difficulties and complex needs)

Hartley Brook Road, S5 0JF

Tel: 245 6882, Fax: 240 2544, Executive Principal: Mr H Wood, Principal: Mrs K Brown

E-mail: enquiries@hartleybrook.sheffield.sch.uk

Lower Meadow Primary (Hearing Impaired - British Sign Language)

Batemoor Road, S8 8EE

Tel: 237 2700, Fax 237 8572, Headteacher: Mrs J O'Connor

E-mail: enquiries@lowermeadow.sheffield.sch.uk

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SHEFFIELD INTEGRATED RESOURCES

From September 2018

NAME OF SCHOOL
ADDRESS
TEL NO.
HEADTEACHER

Nether Green Junior (Learning Difficulties and complex needs)

Fulwood Road, S10 3QA

Tel: 230 2461, Fax: 263 0189, Headteacher: Mrs S Jackson

E-mail: enquiries@nethergreen-jun.sheffield.sch.uk

Nook Lane Junior (Language, communication, interaction and Autistic Spectrum Disorders)

Nook Lane, Stannington, S6 6BN

Tel: 234 1097, Fax: 234 1098, Headteacher: Mr S Arbon-Davis

E-mail: enquiries@nooklane.sheffield.sch.uk

St Thomas of Canterbury Catholic Primary (Physical difficulties)

Chancet Wood Drive, S8 7TR

Tel: 274 5597, Fax: 274 6499, Headteacher: Mr A Truby

E-mail: enquiries@st-tc.co.uk

Stradbroke Primary (Learning difficulties and complex needs)

Richmond Road, S13 8LT

Tel; 239 9320, Fax; 239 3430, Executive Headteacher: Mr D Smith

E-mail: enquiries@stradbroke.sheffield.sch.uk

Wharncliffe Side Primary (Learning difficulties and complex needs)

Brightholmlee Lane, S35 0DD

Tel: 286 2379, Fax: 229 9582, Headteacher: Mrs A Leach

E-mail: enquiries@wharncliffeside.sheffield.sch.uk

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Addresses of Neighbouring Authorities

Rotherham

Ian Thomas
Strategic Director
Riverside House
Main Street
Rotherham S60 1AE
Tel: 01709 8233777

Barnsley

Ms Rachel Dickinson
Executive Director
People Directorate, School Admissions
PO Box 634
Barnsley S70 9GG
Tel: 01226 773689/773588/773677/773670
Email: admissions@barnsley.gov.uk
Web: barnsley.gov.uk/schooladmissions

Derbyshire

Ian Johnson
Director of Children's Services
Admissions and Transport Team
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ
Tel: 01629 537479
E-mail: admissions.transport@derbyshire.gov.uk

Doncaster

Admissions, Attendance and Pupil Welfare Service
Doncaster Council
Civic Office
Waterdale
Doncaster
DN1 3BU
Tel: 01302 737204
E-mail: admissions@doncaster.gov.uk
Web: www.doncaster.gov.uk

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please contact - tel: 0114 273 5766

Sheffield City Council
Primary Admissions
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