

A guide for parents

Transfer to Secondary School 2018/19

This booklet is for pupils
entering Y7 for the first time.

**You must apply by
31 October 2017**

Save Time - Apply online

The Secondary Admissions Team
can be contacted on
(0114) 273 5790 or by email at
ed-admissions@sheffield.gov.uk



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Introduction

Next year your child will be moving to secondary school. It is natural that you should 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 aided, foundation trust, schools and the Academies in Sheffield and is designed to explain the procedures for applying for a secondary school place for your child.

Please read through 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.

To contact Secondary Admissions, please call 0114 273 5790 or email ed-admissions@sheffield.gov.uk. For more information about how to contact Secondary Admissions, see page 70.

Admissions – Top Tips

A high number of parents are offered a place at one of their preferred secondary 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 apply online, or complete a Common Application Form (CAF)**

If you do not submit an application your chances of being allocated a place at a school you prefer, will be limited. If you do not apply for a school place the Admissions Team will allocate a school for your child. 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 or apply over the telephone by 31 October 2017 or apply on line by 18 October 2017**

We will receive over 6,000 applications for entry to Secondary School in September 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.

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 about outcomes in previous years although there is no guarantee that outcomes will be the same as in past years. Admissions staff are available at open evenings to ask for advice. You need to work out where you are on the list of priorities for entry for any school you wish to consider. 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 school their criteria are also contained in the booklet.

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

For Community Schools the City Council makes the decision. For Voluntary Aided (Church), Trust, 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. 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 be automatically offered a place there. If for example your catchment 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 wish to consider applying for your catchment school as your second or third preference.

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 year group and by application patterns in any given year.

10. Provide any additional information

You are responsible for providing supporting information to 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.

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 72.

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 a place is not reserved for you 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, who have applied for a place.

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

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

4. Am I guaranteed a place at the secondary school if I have another child there, or if my child attends a feeder primary school?

No, there are no guarantees. Outcomes will depend on the number of applications received.

5. What if I want to apply for a school outside Sheffield or to a Church Aided School?

All Sheffield residents must return applications to Sheffield Local Authority. We will liaise with neighbouring Authorities or church schools on your behalf so simply complete your application and leave the rest to us. Sheffield Authority will notify all Sheffield residents of the outcome of their application.

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 for community schools in the following order:

1. Children in Care, previously In Care (see page 8 definition)
2. Catchment Area with Sibling
3. Catchment Area
4. Siblings of children refused a place at their catchment school
5. Siblings
6. Feeder School
7. Other applications

Church schools and neighbouring Authorities will do the same with their own criteria.

For information about how pupils with an Education Health Care Plan or a statement of special educational needs are

allocated, speak to the SEN Department on 0114 273 6394.

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

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 that you are refused admission for.

10. How does the waiting list work?

The waiting list starts on 1 March 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 "Feeder School" 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 31 December 2018. 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 that you are refused admission for. 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 apply on time, appeals are normally heard by the end of June. Appeals for Sheffield Schools are normally 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:

- Sheffield Local Authority Admissions website <http://www.sheffield.gov.uk/pupiladmissions>
- Advisory Centre for Education (Independent)
<http://www.ace-ed.org.uk>
Telephone 0808 800 5793
- OFSTED (School Inspections)
<http://www.ofsted.gov.uk>
email: enquiries@ofsted.gov.uk
Tel: 0300 123 1231

Making an application for a school place

2

Oversubscription Criteria (for Sheffield community schools and Academies)

Special educational needs

Any child that has an Education Health Care Plan or a statement for SEN that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Sheffield Community, Foundation Secondary Schools and Academies, (for details of the oversubscription criteria for All Saints and Notre Dame, please see pages 43 to 50). These criteria have been consulted upon and approved by the Elected Members of the City Council.

1. Children in Care (previously In Care)

Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.

2. Catchment Area with Sibling

Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending the preferred school in September 2018 will be prioritised above other catchment applicants.

If the older sibling will be attending the Sixth Form they will only meet the Sibling criteria if they have previously attended the school, e.g. in any year between Years 7 and 11.

3. Catchment Area

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

The Authority does prioritise catchment area residents, however places are not guaranteed.

4. Brothers or sisters (siblings) of children refused a place at their Sheffield catchment school

In circumstances where parents have applied on time for but 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 available school.

5. Brothers or sisters (siblings)

Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there. 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 stepsister (including half brothers/sisters)

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

Where places are obtained under this category, parents and carers

must note that, places cannot be guaranteed in future years for younger children.

6. Designated feeder school

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated.

Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at the linked secondary school than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please see pages 34 to 37 or contact Secondary Admissions on 273 5790.

7. 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

For any admission category that is oversubscribed there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application **may** be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC **may** prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence

from a relevant medical professional with your application. If you apply online or over the telephone you can send any additional evidence by post

- If there are no exceptional circumstances, all 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.

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 distances from the School

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

Please contact the Admission Team (Tel: 273 5790) if you have any queries about how you fit into the above categories.

Admissions Committee (AC)

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

Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is satisfied that circumstances are exceptional. If supporting information is not provided from a professional then distance from

home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 1 March 2018).

The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council. The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

Online Admissions

Save Time Apply Online at www.sheffield.gov.uk/home/schools-childcare/apply-school-place

You may apply online for your child's school place

From **July 2017** Sheffield's online admission facility was available to submit an application for secondary school.

Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- You can change your application at any time up to **18 October 2017**.
- We will let you know which school your child has been allocated via email on **1 March 2018**.
- There is no risk that your application will get lost in the post.

- The facility is available 24 hours a day 7 days a week up to the closing date of **18 October 2017**.

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

- At home
- At your child's 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 and click on the "Online Admissions" link. This will take you to the Pupil Admissions online facility. From here you will be asked to register.

How to register

- All users will need to register their details before an application can be made. Click on "Register Now " and complete your personal details (eg name, address)
- Once you have registered you will be emailed a link to the online site.
- When registering take care to type in your email address correctly. If errors are made, you will not receive a password and will not be able to re-enter the site
- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

Making an application

- Your child has been allocated a Unique Identification Number (UID). This was noted on the letter.
- Enter the UID and your child's date of birth in the space provided. 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 express your preferences and reasons.
- 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 email account confirming receipt of your application and listing the schools you have expressed.
- 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 Secondary Admissions on 0114 2735 790 or ed-admissions@sheffield.gov.uk

The closing date for submission of secondary applications is 31 October 2017. However the online site will only be available until 18 October 2017.

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

Unique Identification Number (UID)

Email address

Password

Date submitted

2

Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. All addresses are checked with your child's primary school.

The Authority takes the issue of fraudulent applications 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.

Withdrawing places

Places will also be withdrawn where allocations have been made in error.

Co-ordinated Admission Arrangements

The co-ordinated scheme

The co-ordinated scheme for admissions to Year 7 at a secondary 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 in Sheffield or within another Authority, including voluntary aided schools, Academies, Trusts and Foundation schools.

In order to provide every parent with an offer of one single place, Sheffield Authority will be working collaboratively with the Governing Bodies of the Catholic secondary schools within the area of Sheffield as well as neighbouring authorities. As long as you submit an application form or apply online before the closing date, a single offer of a school place will be made on **1 March 2018**. A full version of Sheffield's co-ordinated admission scheme can be found on the Council's website; www.sheffield.gov.uk/pupiladmissions

What if I do not make an application?

Parents who do not make an application will not receive an offer of a school place on 1 March 2018.

The Authority with assistance from your child's primary school will make every effort to help and encourage you to express preferences. If a form or online application is not submitted the following action will be taken;

- A place will be allocated for the child at the nearest community school, to their normal place of residence, with available places.

Please note that the Authority strongly advises parents to complete and submit a common application form or apply online.

Non-completion of an application 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 expressed preferences.

When will the process start

July 2017

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school.

Sheffield residents whose children attend a private school or school in another Authority, should apply online, or contact Pupil Admissions to obtain an application form.



September/October 2017

Open evenings held at Secondary Schools



31 October 2017

Closing date for expressing preferences over the telephone or returning your completed application form



1 March 2018

Offer Date

What decisions do I have to make?

You must decide which schools to apply for. If you do not express your preference online 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 may effect your preferences, please contact the SEN Transitions Team on 0114 273 6394.

- Parents who wish to apply for All Saints or Notre Dame Catholic High schools will also be required to complete the **MR1** or **AR1** and **Additional Information** forms that are available from your child's primary school or the Admissions Team. Before completing the MR1 or AR1 form, please read the Important Notes on page 40. It is your responsibility to provide evidence to support your application including relevant medical information. If you wish to apply for an aided school located in another authority, you are advised to contact the school to find out what additional information is required.
- **You have the right to apply for a place at any school. Places are not reserved in catchment schools for parents who apply to other schools and are unsuccessful. You do not have to apply for your catchment school but a place cannot be reserved at your catchment school if your application elsewhere is unsuccessful. You will have a higher priority for your catchment school but a place cannot be guaranteed.**
- Admission Authorities must comply with parental preferences where they can but because there are limits on the number of places available at each school, it is not always possible to do so.

Open evenings

You and your child are strongly advised to visit the schools for which you intend to apply. Open evenings are held throughout September and October 2017.

A list of open evening dates was sent with your letter. They are also listed on the Admissions website. Alternatively you may request details from Pupil Admissions, or from your child's primary school. A Local Authority representative will usually be available at the open evenings to offer help and advice about applying for secondary school.

School prospectus

Information about each school is published annually by the Governors in the school prospectus. The prospectus contains information about the curriculum and organisation of education and teaching methods of the school, a statement of the aims and values of the school, and details of examination results and pupils attainments at the key stages.

It may also contain other information about dress code, demand for school places, directions to the school and other general information. Parents can obtain a prospectus for any of Sheffield's secondary schools, free of charge, directly from the school.

School performance tables

School performance tables can be obtained from the following website: www.education.gov.uk/performance-tables

When do I have to make my decisions?

The closing date for returning completed application forms is 31 October 2017 but please note that the online site is only available until 18 December 2017.

What happens if my application is late?

You have less chance of receiving a place at one of the three schools you have applied for. For further information about how the Local Authority will deal with late applications, see page 21.

What do I do when I have made my decisions?

- You are advised to complete all sections of the application. It is important that you give full reasons for your application even if it is your child's catchment school. This information **may** be considered by the Admissions Committee if supported by information from a professional where a school is oversubscribed. For more information about the Admissions Committee, see page 9.
- Decide whether to apply online, over the telephone or on the paper application form which is available from the primary school or the Admissions Team.
- Return your completed form to the Admissions Team or notify your child's primary school that you have applied online or over the phone.
- If any of your preferences are for a voluntary aided school in Sheffield, Barnsley, Derbyshire or Rotherham. You must obtain an 'additional information' form from school and return it to the school for which you are applying.
- Enclose with your form any supporting evidence, eg. medical information. If you apply online or over the telephone, send your evidence separately to Secondary Admissions.

What happens next?

If you apply online you will receive an acknowledgement instantly.

On 1 March 2018, you will be informed of your single allocated school place. This may or may not be one of your three preferences.

If you have applied online you will be sent an email notifying you of the allocated school. If you have applied online you may also log onto the online site using your password to view the decision. If you applied on a paper form you will be sent a letter to your home address.

To find out how the Secondary Admissions Team allocate school places see page 8 which explains Sheffield's oversubscription criteria and also pages 19 to 21 which explains Sheffield co-ordinated admission scheme. For information about All Saints and Notre Dame's oversubscription criteria, see pages 43 to 50.

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

This will depend on when you change your mind.

if you change your mind before the closing date of 31 October 2017

- You may amend your preferences at any point up to the closing date of 31 October 2017.
- Write to Secondary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting new preferences you are notifying the Authority to disregard the original application.

Parents need to be aware that the Authority will only process one common application per pupil at any given time.

if you change your mind after the closing date of 31 October 2017.

The Authority will not accept a change of preference after the closing date without a genuine reason for doing so, for example, a recent change of address.

If you would like to change your preferences you should write to Admissions to confirm your new preferences and explain the reason for changing your mind.

If the Authority is not satisfied that your reason is genuine your new application will be classed as late and only considered after the allocation date of 1 March 2018. Please contact Admissions if you are in doubt as to whether your new preferences will be accepted.

Any change of preference received after the latest date for receiving applications (30 November 2017) will not be considered until after 1 March 2018.

if you change your mind after the offer day of 1 March 2018.

Contact the Secondary Admissions Officer on 0114 273 5790. Any application received after 1 March will be considered in date received order then in line with normal oversubscription criteria.

What happens if I don't get a place at one of my preferred schools?

Where a single offer cannot be made for any of the three preferences stated on your common application, a place will be allocated at your catchment school (if you did not indicate this as one of your three preferences **and** if there are still places available), or the nearest community school in Sheffield with available places.

This is measured in a straight line from your home address to the school.

This only applies to pupils who live in Sheffield. If you live outside Sheffield, your Home Authority will be responsible for ensuring that your child is allocated a school place for September 2018.

Your child will automatically be placed on a waiting list for a school where he/she has been refused a place at a community school ranked higher than the allocated school. For further information about the waiting list, see page 21.

What can I do if I am unhappy with the outcome?

You will be offered a right of appeal to an Independent Appeal Panel. For more details about how to appeal, see page 23.

Detailed Information

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.

Admissions authority

The Admission Authority is responsible for determining admission to school. For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For Voluntary Aided, Trust and Foundation Schools and Academies the Admission Authority is the school Governing Body.

Admission arrangements

The Admissions Authority must publish the admissions arrangement for all its schools. They include admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

Catchment area

Each community school has a catchment area. This is defined by the City Council. Your catchment area school is the school for which you have the highest priority.

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, foundation trust or aided school, Academy or a school in a different Local Authority.

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 Admissions Authority for Community Schools and allocates school places.

Composite prospectus

The Education Act 2002 requires the Authority to publish information annually about admissions for the following school year. This guide 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 priority under the admission criteria when compared to other children.

Feeder schools

Each secondary school has a number of 'feeder primary schools' that are linked to the schools.

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. This is the number of pupils that must be admitted to a school if sufficient applications are received.

Key stage 3

Secondary School (year 7, year 8 and year 9).

Key stage 4

Secondary School (year 10 and year 11).

Maintaining authority

The Authority in which a school is located.

Normal place of residence

The child's normal place of permanent residence will ordinarily 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 school - 30 November 2017.

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 determines which applicants will be offered places.

Parental preference

You are invited to express up to 3 preferences on a common application.

The Admission Authority must comply with parental preference unless admission will prejudice 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 place their favourite school first.

Sheffield's co-ordinated scheme

Each Authority must determine a scheme which outlines how they intend to co-ordinate with neighbouring Authorities and other Admission Authorities within its area, in order to carry out admissions for Sheffield residents.

Siblings (definition for sheffield community schools, foundation, trust 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 be attending 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.

Waiting lists (definition for sheffield community schools)

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 December 2018.

Voluntary aided school

These schools are church aided. The Governing Body is the Admission Authority and establishes the admission arrangements and allocates school places.

Eligibility for a school place

All secondary schools have an indicated admission number (IAN) or admission limit which determines the number of available places at the normal age of transfer, in this case for Year 7. Once an IAN or higher admission limit is determined for a particular school year, that number will normally remain in force as that year group moves through the school. The IAN/higher admission limit for each school is published in this booklet on pages 24 to 33 and pages 43 and 50 for All Saints and Notre Dame respectively.

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

Eligibility for Schools outside Sheffield

If you intend to apply for a school in another Authority, you may wish to refer to the booklet produced by that Authority for details of the oversubscription criteria that applies to that school.

Contact details for neighbouring Authorities can be found on page 73. Sheffield residents applying for a school maintained by another Authority, must still complete Sheffield's common application and return it to Secondary Admissions or apply online or over the telephone.

Sheffield's Co-ordinated Admission Scheme

This is how the co-ordinated scheme works:

- Decide on a maximum of three schools that you would like to apply for.

Read pages 8 to 9 and 43 to 50 for details of how the Admission Authority decides eligibility for a place. Places at your catchment school are not guaranteed and cannot be reserved for you if you do not put it down as a preference on your application.

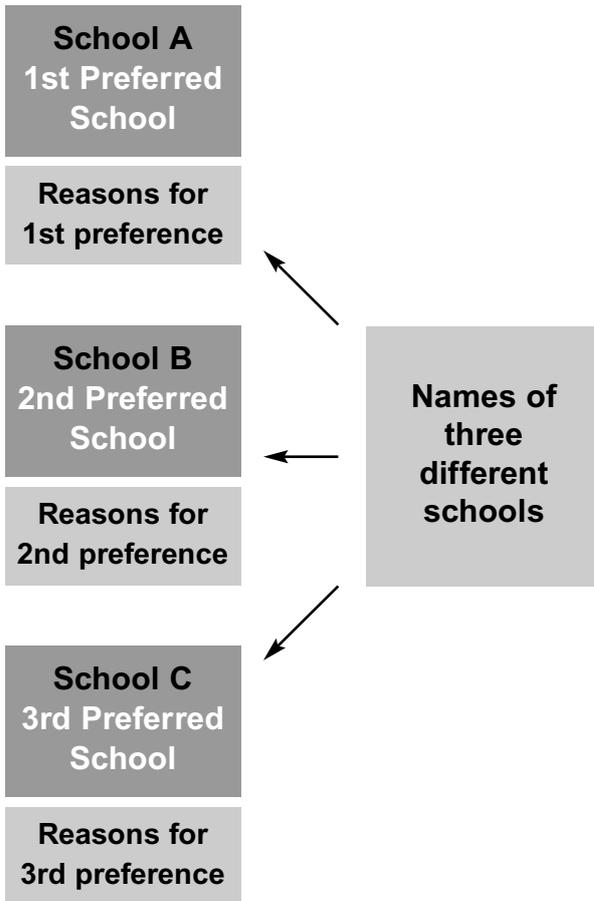
- Having decided on your three schools you then have to make a second decision. In which order would I prefer my child to attend these schools?

In other words, which is your first, second and third preferred school. This process is called ranking.

- 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.

3



For each preference that you make there is space to give reasons for your preference. Remember that you can express preferences for any school.

By listing your preferences in this way, they are in rank order.

- Sheffield Authority operates on 'Equal Preference' system.
- The Admissions Team will determine whether or not there are places available at your three preferred schools. If you have named a voluntary aided school the Local Authority will liaise directly with the Governing Body on your behalf. Similarly, if you have named a school in a neighbouring authority, Sheffield Local Authority will liaise directly with the maintaining Authority on your behalf.

- If there is a place available then your child is "eligible for admission" for that school.
- Where 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.
- The Admission Authority determines whether your child is eligible for a place at a secondary school.
- The outcome of your application will be one of the following:

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 in rank order		Possible Outcomes of 3 Preferences			
		1	2	3	4
1st	School A	E^A	O	O	E^A
2nd	School B	E	E^A	O	E
3rd	School C	E	E	E^A	O
		5	6	7	8
1st	School A	E^A	E^A	O	O
2nd	School B	O	O	E^A	O
3rd	School C	E	O	O	O

You must think very carefully about the preferences that you make and take advantage of the information and advice available in this booklet to help you make informed decisions.

In the above example at column 1 even though you would be eligible for all three schools you would only be offered School A as the highest ranked. You would not be offered schools B or C.

If you are refused a place at your preferred school(s), you may appeal. Further advice on the appeals procedures is given at page 23.

Consideration of Preferences

At the closing date of 31 October 2017 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.

Your preferences will be assessed against the oversubscription criteria that applies to each of the schools.

If you have applied for an aided school or a school in a different Authority, Sheffield will liaise with the relevant admission authority to assess the eligibility of your application for those 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), the Authority will allocate the highest ranked school for which you are eligible.

Offer Date

Applications received up to and including 30 November 2017 will be allocated a school place on 1 March 2018.

Late Applications

- Applications and changes of preference or circumstances received after the 30 November 2017 will be dealt with after 1 March 2018 and will be processed in date received order.
- Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2018 at the latest, a place will be offered at the nearest available school.

Waiting Lists (for Sheffield community schools - trust, foundation and academies who operate the same oversubscription criteria as Community Schools)

- The Authority will establish a waiting list for all Community, Trust and foundation secondary schools and Academies in Sheffield where the number of applications for those schools has exceeded the number of places available. All Saints and Notre Dame will maintain their own waiting lists. For information about waiting lists for non-Sheffield schools you should contact the relevant Admissions Authority.
- Your child will automatically be placed on a waiting list for a community

school where he/she has been refused a place at a school ranked higher than the allocated school.

- Waiting lists for community schools will be maintained until the **31 December 2018**.
- Priority on the waiting list is determined according to the oversubscription criteria for that school not by the length of time on the list or date of application.
- Your child's position on a waiting list can go down as well as up because of how pupils are prioritised on the list.
- A place normally 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 an oversubscribed school, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.
- If you no longer wish to remain on a list, please contact the Admissions Team.
- 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 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.

Change of Address

If you change address or are planning to move, the Admissions Team will need to

see proof of your new address. A house move may change your catchment area and affect the status of your application.

If you are considering a change of address you should contact the Admissions Team to be advised of the possible change to your application and to determine what proof is required.

Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date.

In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

In Year Application

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

Fair Access Protocol

All Local Authority's are required to establish a protocol for placing vulnerable children over and above the normal admission procedures.

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 to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements.

Admission to Schools 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

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details. 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 must be obtained by downloading a form from;



Sheffield City Council's website;
www.sheffield.gov.uk/pupiladmissions

or by contacting the Admissions Team;



The Admissions Team
Floor 5, North Wing
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5790
Fax: 0114 273 4155



ed-admissions
@sheffield.gov.uk

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the 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**. 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 Services 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.

PLEASE NOTE: You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances.

appeals for a school not maintained by sheffield local authority

If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority.

Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn. Appeals that are submitted on time will normally be held between April and June 2018.

Sheffield secondary schools

- September 2018

For details of schools with an integrated resource for pupils with special educational needs from September 2018, See page 67.

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 5471.

Please note that all Sheffield Secondary Schools are non-selective places are not offered based on based on ability or aptitude in a certain subject.

3

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
<p>Astrea Academy (2-18) Sheffield (Secondary Phase) Andover Street, Sheffield, S3 9BE Tel: 0207 680 9893 Email: astreaacademysheffield@astreaacademytrust.org Principal: Mr A Redfern Age range: 11-18 (Secondary Phase) Website: http://astreaacademytrust.org</p>	150	150
<p>The Birley Academy Birley Lane, Sheffield, S12 3BP Tel: 239 2531, Fax: 265 5531 Email: enquiries@birleycc.sheffield.sch.uk Website: www.birleycc.sheffield.sch.uk Executive Headteacher - Mrs G Newton Age Range: 11-16 Specialism: Technology</p> <p>Notes At the allocation date in March 2017 places were allocated to all applicants that applied before the closing date. Birley is usually oversubscribed therefore this outcome cannot be guaranteed in future years. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,140	235

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
<p>Bradfield Academy Kirk Edge Road, Worrall, S35 OAE Tel: 286 3861, Fax: 286 2246 Email: enquiries@bradfield.sheffield.sch.uk Website: www.bradfield.sheffield.sch.uk Headteacher - Mr I Gilbert Age range: 11-16 Specialism: Engineering</p> <p>Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling, feeder and 13 other applicants. 33 other category applicants were refused at this stage. A further 3 pupils were placed by the independent appeal panel. It is expected that the school will be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	960	210 (Y7 - Y11)
	120 (Y12-Y13)	70 (Y12-Y13)
<p>Chaucer Academy Wordsworth Avenue, Sheffield, S5 8NH Tel: 232 2338, Fax: 231 6181 Email: enquiries@chaucer.sheffield.sch.uk Website: www.chaucer.sheffield.sch.uk Headteacher: Mr S Burnside Age range: 11-16 Specialism: Business and Enterprise</p> <p>Notes At the allocation date in March 2017 places were allocated to all applicants that applied before the closing date. This outcome cannot be guaranteed in future. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	890	180
<p>Ecclesfield Academy Chapeltown Road Ecclesfield, Sheffield S35 9WD Tel: 246 1156, Fax: 257 0998 Email: enquiries@eccoschool.com Website: www.eccssheffsch.force9.co.uk Headteacher - Mr J Wirth Age range: 11-16 Specialism: Performance Art</p> <p>Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling, Feeder and 42 other applicants who applied before the closing date. 63 other applicants were refused admission. A further 3 pupils were allocated a place by the independent appeal panel. The school is expected to be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,730	350

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
<p>Fir Vale Academy Trust Owler Lane, Sheffield, S4 8GB Tel: 243 9391, Fax: 261 1640 Email: enquiries@firvale.com Headteacher - Ms S Hawkins Age range: 11-16 Specialism: Business and Enterprise</p> <p>Notes At the allocation date in March 2017 places were allocated to all catchment/sibling and 140 catchment applicants. 39 Catchment, 7 Sibling, 10 Feeder and 7 other category applicants were refused places at this stage. A further 2 pupils were allocated a place by the independent appeal panel. The school is expected to be oversubscribed in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,073	210
<p>Firth Park Academy (Trust) Fircroft Avenue, Sheffield, S5 OSD Tel: 257 6238, Fax: 257 6239 Email: enquiries@firthpark.sheffield.sch.uk Headteacher - Mr Dean Jones Age range: 11-16 Specialism: Arts</p> <p>Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,110	240
<p>Forge Valley School Wood Lane, Sheffield, S6 5HG Tel: 234 8805, Fax: 232 4120 Email: enquiries@forgevalley.Sheffield.sch.uk Website: www.forgevalley.Sheffield.sch.uk Headteacher - Mr D Barrowclough Age range: 11-19 Specialism: Sport, High Performing Specialist School (Leadership Partner School)</p> <p>Notes At the allocation date in March 2017 places were allocated to all catchment, sibling, feeder and 5 other category applicants who applied by the closing date. 7 other category were refused, The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,150 (Y7 - Y11) 130 (Y12-Y13)	240 (Y7 - Y11) 70 (Y12-Y13)

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
<p>Handsworth Grange Community Sports College Handsworth Grange Road, Sheffield, S13 9HJ Tel: 269 4801, Fax: 269 2832 Email: enquiries@hgcsc.co.uk Website: www.hgcsc.co.uk Headteacher - Ms A Quaile Age range: 11-16 Specialism: Sports</p> <p>Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,020	205
<p>High Storrs High Storrs Road, Sheffield, S11 7LH Tel: 267 0000, Fax: 266 3624 Email: enquiries@highstorrs.sheffield.sch.uk Website: www.highstorrs.co.uk Headteacher - Mrs Claire Tasker Age range: 11-19 Specialism: Performance Arts, Mathematics and Computing</p> <p>Notes At the allocation date in March 2017 places were allocated to 4 looked after, 2 Statemented and 234 Catchment applications. 12 Catchment, 17 Sibling, 31 Feeder and 22 Other category applicants were refused at this stage. 7 additional pupils were allocated a place by the independent appeal panel. It is expected that the school will be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	1,200 (Y7-11)	240 130 (Y12-Y13)
<p>Hinde House (3-16) (Secondary Phase) Shiregreen Lane, Sheffield, S5 6AG Tel: 243 8486, Fax: 243 6047 Email: enquiries@hindehouse.net Principal - Mr C French, Age range: 11-16 Specialism: Engineering</p> <p>Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	860	160

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
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King Egbert Academy

Totley Brook Road, Sheffield, S17 3QU

Tel: 235 3855, Fax: 236 2468

Email: enquiries@ecgbert.sheffield.sch.uk

Website: www.ecgberts.sheffield.sch.uk

Headteacher - Mr P Haigh

Age range: 11-19

Specialism: Technology

965
(Y7 - Y11)

280
(Y12-Y13)

193

100
(Y12-Y13)

Notes At the allocation date in March 2017 places were allocated to all Catchment/Sibling and 125 Catchment applicants. 14 Catchment, 4 Sibling, 25 Feeder and 24 other category applicants were refused. A further 1 pupil was allocated a place by the independent appeal panel. It is expected that the school will be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

King Edward VII

Age range: 11-19

Headteacher - Linda Gooden

Upper School

Glossop Road, Sheffield, S10 2PW

Tel: 266 2518, Fax: 268 7690

Email: office@kes.sheffield.sch.uk

Website: www.kes.sheffield.sch.uk

Specialism: Language

1,150
(Y7-Y11)

480
(Y12-Y13)

230

150
(Y12-Y13)

Lower School

Darwin Lane, Sheffield, S10 5RG

Tel: 268 2477, Fax: 268 6046

Email: office@kes.sheffield.sch.uk

Website: www.kes.sheffield.sch.uk

Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling, Feeder School and 18 other category applicants. 102 other category applicants were refused. A further 2 pupils were allocated a place by the Independent Appeal Panel. It is expected that the school will be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

Meadowhead School Academy (Trust)

Dyche Lane, Sheffield, S8 8BR

Tel: 237 2723, Fax: 283 9855

Email: enquiries@meadowhead.sheffield.sch.uk

Headteacher - Mr S Fowler

Age range: 11-19

Specialism: Language

Website: www.meadowhead.sheffield.sch.uk

1,650

(Y7 - Y11)

330

(Y7 - Y11)

240

(Y12-Y13)

30

(Y12-Y13)

Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling and 20 Feeder applicants. 8 Feeder and 28 other Category applicants were refused that applied before the closing date. A further 3 pupils were placed by the Independent Appeal Panel. It is expected that the school will be oversubscribed in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

See page 40

Mercia School

Carterknowle Road, S7 2EX

Website: www.merciaschool.com

Headteacher: Mr D Webster

Age range: 11-19

120

120

Notes Mercia School will open on the Bannerdale site off Carterknowle Road in September 2018. Further information about the school can be obtained from the website, see above.

Newfield Academy

Lees Hall Road, Sheffield, S8 9JP

Tel: 255 7331, Fax: 258 3625

Email: enquiries@newfield.sheffield.sch.uk

Website: www.newfield.sheffield.sch.uk

Headteacher - Mrs E Anderson

Age range: 11-16

1,050

210

Notes At the allocation date in March 2017 places were allocated to all catchment, sibling and 17 feeder applicants who applied by the closing date. 2 feeder and 23 other applicants were refused. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

Oasis Don Valley (Secondary Phase)

120

120

Leeds Road, S9 3TY

Tel: 0114 220 00400

Email: info@oasisdonvalley.org

Principal: Mr J Pape

Age range: 2+ - 16+

Website: www.oasisdonvalley.org

Outwood Academy City

960

240

Stradbroke Road, Sheffield, S13 8SS

Tel: 235 8120, Fax: 239 6694

Email: admin@city.outwood.com

Website: www.city.sheffield.sch.uk

Executive Principal - Mr P Tarn

Age range: 11-16

Specialism: Business and Enterprise

Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. This information is provided as a guide only and the same outcome cannot be guaranteed in 2018.

Parkwood Academy

910

180

Longley Avenue West, Sheffield, S5 8UL

Tel: 231 0221/2, Fax: 232 6751

Email: info@parkwoodacademy.org.uk

Principal - Ms V Simcox

Age range: 11-16

Specialism: Language, Sports

Notes At the allocation date in March 2017 places were allocated to all catchment, sibling, feeder and 17 other applicants who applied by the closing date. 4 other category applicants were refused. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
<p>Sheffield Park Academy Beaumont Road North, Sheffield, S2 1SN Tel: 239 2661, Fax: 265 9835 Email: info@sheffieldparkacademy.org Principal - Mr C Dillon Age range: 11-19</p>	990 (Y7 - Y11)	210 (Y7 - Y11)
<p>Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling and 12 Feeder applicants who applied by the closing date. 24 feeder and 20 other applicants were refused. 5 additional pupils were allocated by the Independent Appeal Panel. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>		
<p>Sheffield Springs Academy Hurlfield Road, Sheffield, S12 2SF Tel: 239 2631, Fax: 265 3342 Email: enquiries@sheffield-academy.org Principal - Mr M Shipman Age range: 11-19</p>	650 (Y7 - Y11)	210 (Y7 - Y11)
<p>Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>		
<p>Silverdale Academy Bents Crescent, Sheffield, S11 9QH Tel: 236 9991, Fax: 262 0627 Email: enquiries@silverdale.sheffield.sch.uk Website: www.silverdale.sheffield.sch.uk Headteacher - Mrs R Paul Age range: 11-19 Specialism: Language</p>	960 (Y7-11)	180 (Y7 - Y11)
<p>Notes At the allocation date in March 2017 places were allocated to all Catchment, Sibling and 8 Feeder category applications. 25 feeder and 104 other category applicants were refused places at this stage. 10 additional pupils were allocated a place by the independent appeal panel. It is expected that the school will be oversubscribed again in 2018. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.</p>	340 (Y12-13)	100 (Y12-Y13)

School Details	Approximate no. in school year 2018/2019	Admission limit for school year 2018/2019
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Stocksbridge High

Shay House Lane, Sheffield, S36 1FD
 Tel: 288 3153/3410, Fax: 288 8475
 Email: enquiries@stocksbridgehigh.sheffield.sch.uk
 Headteacher - Mr A Smith
 Age range: 11-16
 Specialism: Mathematics and Computing

860 180

Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

Tapton Academy

Darwin Lane, Sheffield, S10 5RG
 Tel: 267 1414 Fax: 294 1155
 Email: enquiries@taptonschool.co.uk
 Website: www.taptonschool.co.uk
 Co-Headteacher - TBC
 Age range: 11-19
 Specialism: Science and Arts

1,258 256
 (Y7-Y11) (Y7 - Y11)
 480 150
 (Y12-Y13) (Y12-Y13)

Notes At the allocation date in March 2017 places were allocated to all Catchment category applicants. 28 sibling, 14 Feeder and 133 Other category applicants were refused places at this stage. A further 5 pupils were allocated places by the independent appeal panel. Tapton remains a very popular school from within its catchment area and it is expected that there will be similar outcomes for 2018.

Westfield School (Trust)

Eckington Road, Sothall, Sheffield, S20 1HQ
 Tel: 248 5221, Fax: 247 0779
 Email: enquiries@westfield-admin.co.uk
 Headteacher - Mrs R Paul
 Age range: 11-16
 Specialism: Sports

1,240 270*

Notes At the allocation date in March 2017 places were allocated to all applicants who applied before the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

* The previous Governors/administration approved an admission number of 270. Subsequently, a new Academy Trust has taken over the running of the school and it is intended to seek a determined admission number of 240.

3

Yewlands Academy

Creswick Lane, Sheffield, S35 8NN

Tel: 232 9010, Fax: 232 9011

Email: yewlandsenquiries@yewlandsacademy.org

Headteacher - TBC

Age range: 11-16

Specialism: Technology

870

180

Notes At the allocation date in March 2017 places were allocated to all applicants who applied by the closing date. The information provided on the 2017 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2018.

3

Feeder Schools

Below is an alphabetical list of community primary schools in Sheffield and the secondary school to which it has designated feeder status. Please refer to page 9 of this booklet for information

about how feeder schools are used in Sheffield Authority's oversubscription criteria, for community secondary schools.

3

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Designated Secondary School</i>
Abbeyfield	242 0109	Orphanage Road, S3 9AN	FIR VALE & ASTREA
Abbey Lane Primary	274 5054	Abbey Lane, S8 0BN	MEADOWHEAD & MERCIA
Acres Hill Primary	244 1512	Mather Road, S9 4GQ	PARK ACADEMY
Angram Bank Primary	284 8553	Kinsey Road, S35 4HN	ECCLESFIELD
Anns Grove Primary	255 0398	Anns Road, S2 3DJ	NEWFIELD & MERCIA
Arbourthorne	239 8163	Eastern Avenue, S2 2GQ	SPRINGS ACADEMY
Astrea Academy Primary Phase			ASTREA SECONDARY PHASE
Athelstan IJ	269 2301	Richmond Park Drive, S13 8HH	HANDSWORTH GRANGE
Ballifield NIJ	269 7557	Handsworth Grange Rd, S13 9HH	HANDSWORTH GRANGE
Bankwood IJ	239 6711	Bankwood Close, S14 1LW	SPRING ACADEMY & NEWFIELD & MERCIA
Beck NIJ	246 7536	Beck Road, S5 0GG	FIRTH PARK
Birley IJ	239 9002	Hayfield Crescent, S12 4XF	BIRLEY
Birley Spa NIJ	239 9106	Jerym Crescent, S12 4QE	BIRLEY
Bradfield Dungworth IJ	285 1338	Dungworth, S6 6HE	BRADFIELD
Bradway IJ	236 3723	Bradway Drive, S17 4PD	MEADOWHEAD & MERCIA
Brook House J	248 7754	School Road, S20 6EG	WESTFIELD
Brunswick NIJ	269 5315	Station Road, S13 7RB	HANDSWORTH GRANGE
Byron Wood NIJ	272 3624	Earldon Road, S4 7EJ	PART FIR VALE & PART PARKWOOD ACADEMY & ASTREA
Carfield NIJ	255 7534	Argyle Road, S8 9HJ	NEWFIELD & MERCIA
Carterknowle J	255 2347	Carterknowle Road, S7 2DY	HIGH STORRS/KING ECGBERT & MERCIA
Charnock Hall IJ	239 6083	Carterhall Road, S12 3HS	BIRLEY
Coit IJ	246 8710	Park Avenue, S35 1WH	ECCLESFIELD
Concord J	249 5050	Fife Street, S9 1NR	HINDE HOUSE

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Designated Secondary School</i>
Deepcar St Johns CE J	288 3878	St. Margaret Avenue, S36 2TE	STOCKSBRIDGE
Dobcroft J	236 8075	Pringle Road, S7 2LN	SILVERDALE & MERCIA
Dore IJ	236 8690	Furniss Avenue, S17 3QP	KING ECGBERT & MERCIA
E-Act Pathways Academy	231 0044	Raisen Hall Road, S5 7NA	PARKWOOD HIGH ACADEMY
Ecclesall CE J	236 1992	Ringinglow Road, S11 7PQ	HIGH STORRS & SILVERDALE & MERCIA
Ecclesfield IJ	246 7396	High Street, S35 9UD	ECCLESFIELD
Emmanuel CE J	248 3048	Thorpe Drive, S20 7JU	WESTFIELD
Emmaus Catholic & CE IJ	276 6474	Manor Oaks Road, S2 5FT	SPRINGS ACADEMY & ALL SAINTS
Fox Hill NIJ	231 3469	Keats Road, S6 1AZ	YEWLANDS
Gleadless NIJ	239 9705	Hollinsend Road, S12 2EJ	SPRINGS ACADEMY
Greengate Lane NIJ	284 8322	Greengate Lane, S35 3GT	ECCLESFIELD
Greenhill IJ	237 7080	Greenhill Main Road, S8 7RA	MEADOWHEAD & MERCIA
Grenoside IJ	246 7380	Norfolk Hill, S35 8QB	YEWLANDS
Greystones IJ	266 3413	Tullibardine Road, S11 7GL	HIGH STORRS & MERCIA
Halfway J	248 2629	Halfway Centre, S20 4TA	WESTFIELD
Hallam IJ	230 4430	Hallam Grange Crescent, S10 4BD	TAPTON
Hartley Brook NIJ	245 6882	Hartley Brook Road, S5 0JF	FIRTH PARK
Hatfield IJ	245 6871	Hatfield House Lane, S5 6HY	FIRTH PARK
High Green IJ	284 8264	Wortley Road, S35 4LU	ECCLESFIELD
High Hazels	244 2189	Fisher Lane, S9 4RP	PARK ACADEMY
Hillsborough NIJ	234 7898	Parkside Road, S6 2AA	CHAUCER & PARKWOOD ACADEMY
Hinde House	242 6874	Bracken Road, S5 6FH	HINDE HOUSE
Hucklow IJ	242 6736	Hucklow Road, S5 6TB	FIRTH PARK/FIR VALE/HINDE HOUSE
Hunters Bar J	266 0547	Sharrow Vale Road, S11 8ZG	HIGH STORRS & MERCIA
Intake IJ	239 9824	Mansfield Road, S12 2AS	OUTWOOD ACADEMY CITY
Limpsfield J	243 0925	Jenkin Avenue, S9 1AN	HINDE HOUSE
Lound J	246 2181	Loundside, S35 2UT	ECCLESFIELD
Lowedges NIJ	237 2196	Lowedges Road, S8 7JG	MEADOWHEAD & MERCIA
Lower Meadow NIJ	237 2700	Batemoor Road, S8 8EE	MEADOWHEAD & MERCIA
Lowfield IJ	255 2501	London Road, S2 4NJ	KING ECGBERT & MERCIA
Loxley IJ	234 4510	Rodney Hill, S6 6SG	BRADFIELD
Lydgate J	266 9500	Manchester Road, S10 5DP	KING EDWARD & TAPTON & MERCIA

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Designated Secondary School</i>
Malin Bridge IJ	234 1379	Norris Road, S6 4RH	FORGE VALLEY
Manor Lodge IJ	272 5054	Manor Lane, S2 1TR	SPRINGS & PARK ACADEMIES
Mansel NIJ	232 1278	Mansel Crescent, S5 9QS	YEWLANDS
Marlcliffe IJ	234 4329	Marlcliffe Road, S6 4AJ	FORGE VALLEY
Meersbrook Bank NIJ	255 0491	Derbyshire Lane, S8 9EH	NEWFIELD & MERCIA
Meynell NIJ	231 1425	Meynell Road, S5 8GN	CHAUCER
Monteney NIJ	246 7916	Monteney Crescent, S5 9DN	YEWLANDS
Mosborough IJ	248 6211	New School Road, S20 5ES	WESTFIELD
Mundella IJ	255 1348	Mundella Place, S8 8SJ	NEWFIELD & MERCIA
Nether Green J	230 2461	Fulwood Road, S10 3QA	KING EDWARD & HIGH STORRS & MERCIA
Netherthorpe NIJ	272 6834	Netherthorpe Street, S3 7JA	TAPTON & MERCIA
Nook Lane J	234 1097	Nook Lane, S6 6BN	BRADFIELD
Norfolk NIJ	250 2760	Guildford Avenue, S2 2PJ	SPRINGS ACADEMY
Norton Free CE IJ	274 5873	Matthews Lane, S8 8JS	MEADOWHEAD & NEWFIELD & MERCIA
Oasis Don Valley	220 0400	Leeds Road, S9 3TY	OASIS DON VALLEY
Oasis Academy Watermead		Barrie Crescent	PARKWOOD
Oasis Academy Fir Vale	201 2300	Skinnerthorpe Road	FIR VALE
Oughtibridge IJ	286 3167	Naylor Road, S35 0HG	BRADFIELD
Owler Brook	243 8611	Wensley Street, S4 8HQ	FIR VALE
Parson Cross CE IJ	231 3956	Halifax Road, S6 1LB	CHAUCER
Phillimore NIJ	249 4036	Phillimore Road, S9 5EF	HINDE HOUSE & SHEFFIELD PARK ACADEMY
Pipworth NIJ	239 1078	Pipworth Road, S2 1AA	PARK ACADEMY
Porter Croft CE IJ	266 2132	Pomona Street, S11 8JN	HIGH STORRS
Prince Edward NIJ	228 1900	City Road, S12 2AA	SPRINGS ACADEMY
Pye Bank CE NIJ	276 0472	Andover Street West, S3 9EF	PARKWOOD ACADEMY & ASTREA
Rainbow Forge NIJ	248 7342	Beighton Road, S12 4LQ	BIRLEY & WESTFIELD
Reignhead NIJ	247 5767	Platts Drive, S20 1FD	WESTFIELD
Rivelin NIJ	234 1304	Money Street, S6 2PL	FORGE VALLEY
Sharrow NIJ	255 1704	Southview Road, S7 1DB	KING EDWARD VII / SILVERDALE / HIGH STORRS / KING ECGBERT & MERCIA
Shortbrook IJ	248 2497	Westfield Northway, S20 8FB	WESTFIELD

<i>Community Primary School</i>	<i>Tel no.</i>	<i>Address</i>	<i>Designated Secondary School</i>
Shooters Grove NIJ	234 2268	Wood Lane, S6 5HN	FORGE VALLEY
Southey Green J	232 6879	Crowder Avenue, S5 8DN	CHAUCER
Springfield NIJ	272 3455	Broomspring Lane, S10 2FA	SILVERDALE & MERCIA
St Marys CE NIJ	234 4461	Cundy Street, S6 2WJ	KING EDWARD/FORGE VALLEY & MERCIA
Stocksbridge J	288 2221	Cedar Road, S36 1AS	STOCKSBRIDGE
Stradbroke NIJ	239 9320	Richmond Road, S13 8LT	OUTWOOD ACADEMY CITY
The Nether Edge	255 0926	Glen Road, S7 1RR	HIGH STORRS/KING ECGBERT & MERCIA
Tinsley J	244 0915	Bawtry Road, S9 1WB	HINDE HOUSE
Totley All Saints CE IJ	236 1934	Hillfoot Road, S17 4AP	KING ECGBERT & MERCIA
Totley IJ	236 4482	Sunnyvale Road, S17 4FB	KING ECGBERT & MERCIA
Valley Park NIJ	239 6464	Norton Avenue, S14 1SL	SPRINGS ACADEMY & NEWFIELD & MERCIA
Walkley NIJ	234 0550	Burnaby Crescent, S6 2TS	KING EDWARD & FORGE VALLEY & MERCIA
Watercliffe Meadows NIJ	2326603	Shirecliffe Road, S5 8XJ	PARKWOOD ACADEMY
Westways NIJ	266 2471	Mona Avenue, S10 7HG	KING EDWARD & MERCIA
Wharncliffe Side NIJ	286 2379	Brightholmelee Lane, S35 0DD	BRADFIELD
Whiteways Primary	242 3169	Whiteways Road, S4 8EX	FIR VALE
Windmill Hill	246 8550	Ash View, S35 1ZD	ECCLESFIELD
Wisewood IJ	234 3304	Ben Lane, S6 4BH	FORGE VALLEY
Woodhouse West NIJ	269 2602	Sheffield Road, S13 7BP	OUTWOOD ACADEMY CITY
Woodseats NIJ	255 4619	Chesterfield Road, S8 0SB	MEADOWHEAD & MERCIA
Woodthorpe NIJ	239 9167	Woodthorpe Road, S13 8DA	OUTWOOD ACADEMY CITY
Wybourn IJ	272 1988	Manor Oaks Road, S2 5ED	PARK ACADEMY



Astrea Academy Sheffield – Admission Arrangements for 2018/19

2

Oversubscription Criteria

The oversubscription criteria for the Academy is in line with the Schools Admissions Code. Where the number of applications for admission is greater than the published admission number, applications will be considered by the Academy against the criteria set out below.

After the admission of students with an Education, Health and Care plan or statement of special educational needs naming the Academy, the criteria will be applied in the order in which they are set out below:

Priority One – Children in Care or Previously in Care (Statutory Requirement)

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. ⁽¹⁾

Priority Two – Catchment Area and Sibling

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

A copy of the catchment map is available in appendix 1 of this proposed policy. The definition of a sibling for these purposes is in the notes at the end of this policy. This means that all

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

Priority Three – Children of Staff in Skills Shortage Posts

Children of school-based staff (not wider Trust staff) recruited to fill a skills shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

Priority Four – Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at the preferred school at the point of admission will be considered next. A copy of the catchment map is available in appendix 1 of this policy.

Priority Five – Non-Catchment Siblings

The definition of a sibling for these purposes is given at (4) below. The Academy reserves the right to ask for proof of relationship.

Priority Six – Contributory Feeder School (Secondary Only)

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

(1) A Looked After Child is a child who is (a) in care of the Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definitions in Section 22(1) of the Childrens Act 1989).

The designated linked feeder primary schools for Astrea Academy Sheffield are proposed as:

- Astrea Academy Sheffield (Primary Phase)
- Byron Wood Primary School
- Abbeyfield Primary School
- Pye Bank CE Primary School

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

Priority Seven – All Other Applicants

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

Tie-break

For any admission category that is oversubscribed there are two stages of further consideration.

Exceptional medical, social or special educational needs.

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Trust but only within its admission category. It is the parent’s/applicant’s responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Trust to consider whether an individual case constitutes exceptional circumstances to be prioritised.

In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Distance

Where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building.

This is a straight line measurement from the home address to the central point within the footprint of the main school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation:

The Random Allocation will:

Be independently supervised by a representative of the Local Authority Legal and Governance Service, and will take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

Meadowhead School – Oversubscription Criteria Initial Admission into Secondary School at the Normal Admission Date

2

Students attending junior or primary schools will normally transfer to secondary schools at the age of 11+.

Admissions for September 2018

The Local Authority allocates places at Meadowhead School on based on agreed and published admission criteria.

From September 2018 onwards the admission criteria for Meadowhead School will be as follows:-

1. Looked After Children or previously Looked After Children.
2. Pupils living in the Catchment area, with a sibling* who is already attending Meadowhead School, and will still be on roll when the Y6 pupil transfers to Meadowhead School.
3. Pupils living in the Catchment area and currently attending a Feeder Primary School**.
4. Pupils living in the Catchment area only.
5. Children who do not live in the catchment area who will have siblings* attending the school on the day of admission.
6. Children who do not live in the catchment area but attend a designated feeder primary school.
7. All other applications.

Discriminator

A pupil may be prioritised within their admission category if they provide third party evidence in support of their application and the circumstances are deemed to be exceptional by the Admission Committee.

If exceptional circumstances do not apply the discriminator will be distance from the home address to Meadowhead School measured in a straight line.

**A child will only be afforded "sibling" status if the older sibling has attended the school prior to sixth form*

*** The Feeder Primary Schools for Meadowhead School are:-*

- *Abbey Lane*
- *Bradway*
- *Greenhill*
- *Lowedges*
- *Lower Meadow*
- *Norton Free*
- *Woodseats*

Admission to a Catholic High School

Important notes to assist you in making an application to a Catholic High School

2

Please note that as both Catholic High Schools anticipate being oversubscribed, it is essential that you are familiar with the admission policy of the school(s) to which you are applying.

All Saints Catholic High School

Granville Road
Sheffield
S2 2RJ

Tel: 0114 272 4851

Fax: 0114 276 5371

e-mail: enquiries@allsaintslearning.co.uk

Notre Dame Catholic High School

Fulwood Road
Sheffield
S10 3BT

Tel: 0114 230 2536

Fax: 0114 230 8833

e-mail: school@notredame-high.co.uk

The designated feeder schools of All Saints Catholic High School are:

- Emmaus combined Catholic/CofE
- Primary School
- St John Fisher Catholic Primary School
- St Thomas of Canterbury Catholic Primary School
- St Joseph's Catholic Primary School
- St Theresa's Catholic Primary School
- St Patrick's Catholic Primary School
- St Wilfrid's Catholic Primary School - Joint designation

Places have been prioritised in **All Saints Catholic High School** for all Catholic children attending the above designated feeder schools whose applications are submitted by the closing date.

Of the 205 places available in All Saints, a maximum of 170 places have been prioritised for Catholic children.

The designated feeder schools of Notre Dame Catholic High School are:

- St Ann's Catholic Primary School
- St Catherine's Catholic Primary School
- St Marie's Catholic Primary School
- St Mary's Catholic Primary School
- St Thomas More's Catholic Primary School
- Sacred Heart Catholic Primary School
- St Wilfrid's Catholic Primary School - Joint designation

Places have been prioritised in **Notre Dame Catholic High School** for all Catholic children attending the above designated feeder schools whose applications are submitted by the closing date.

Of the 210 places available in Notre Dame, a maximum of 170 places have been prioritised for Catholic children.

1. If you require any assistance in completing the application forms, please ask the school to which you are applying or the Headteacher of your child's primary school.
 2. Please ensure that you have completed all parts of the forms which apply to you, including the yellow Additional Information form (AIF). The information which you provide on this form will assist the admissions authority in placing your child in the correct category.
 3. If appropriate, you should send a **copy** of your child's baptismal certificate or other proof of baptism. **Please do not send originals** as we attach them to the application form.
 4. If you need a minister's reference, ensure that the Request for a Ministers Reference form MR1 is sent to your minister as soon as possible.
 5. An appropriate supporting reference for those seeking admission under sub categories 5a, d and e could be from the Headteacher of your child's primary school, a teacher or other independent person with knowledge of your child.
 6. Please return the application form to Secondary Admissions and send any additional information, **including form AIF and MR1 or AR1, where appropriate**, direct to the Catholic High School **by 31 October 2017**.
- Alternatively, please apply online and send the additional information direct to the Catholic High School to which the application is being made, by **31 October 2017**.
7. Children admitted to the Special Needs Integrated Resource will count towards the total number of children to be admitted.
 8. **Any late applications will only be considered after all other applications and procedures have been completed.**
 9. Offers of school places will be made **on 1 March 2018** which is the national allocation date. Any appeal against this decision should be made in writing.
Appeal forms will be available from Secondary Admissions, Children Young People and Families.

PLEASE NOTE THAT COMPLETION OF THE FORMS DOES NOT GUARANTEE A PLACE IN EITHER SCHOOL.

MISLEADING OR FRAUDULENT INFORMATION COULD RESULT IN THE WITHDRAWAL OF ANY OFFER OF A SCHOOL PLACE.

Diocese of Hallam

Admissions Policy for

All Saints Catholic High School

for the Admissions Year 2018/19

Address:	Granville Road, S2 2RJ
Headteacher:	Mrs C Scott
Telephone/Fax:	0114 272 4851 / 0114 276 5371
Email:	enquiries@allsaintslearning.co.uk
Website:	www.allsaints.sheffield.sch.uk
Religious Affiliation:	Roman Catholic
School Category:	Co-educational, Catholic Voluntary Academy
Age Range:	11-18
Admission Number for Y7:	205
Anticipated number of pupils: on roll at September 2018	1,395

3

The Admission of Pupils into Hallam Diocesan Schools

The family of Catholic schools across the Diocese of Hallam offers a Catholic, Gospel based education for children whose parents seek a genuine alternative to other good schools.

These schools are communities of faith where God is recognised and named. They are rooted in the Church's concept of mission and in living out a Christian lifestyle; they present a picture of Christ to catch the imagination.

Each Catholic school in the Diocese, in partnership with home and parish, has been established to be an integral part of the local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ.

The provision of this network of schools in the Diocese is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the Catholic Church.

The Admission of Pupils into Catholic High Schools in Sheffield

Within the City of Sheffield, the Catholic community has a rich tradition of nurturing and developing high quality Christian education. In addition to fourteen Catholic primary schools, the Diocese is responsible for two Catholic High Schools: All Saints and Notre Dame. In continuing this rich tradition, the Catholic Diocese of Hallam is committed to maintaining and developing these schools for the benefit of the Diocesan community and the Common Good.

A maximum of 170 of the available places in each High School are prioritised for Catholic children. The remaining places will be prioritised for non-Catholic children who are in public care or were previously in public care, for children who regularly attend Christian Churches which are members of Churches Together in England at the time of application and for those children wanting a Christian education.

Parental Preference

The Children and Young People's and Families Service (CYPF) common application form provides the opportunity for parents/carers to express up to three choices of school. All applications for a place will be considered on an equal preference basis, applying the oversubscription criteria (as set out below), regardless of whether the school is your first, second or third preference. Ranking by preference will only be used where there would be more than one potential offer of a place within the Local Authority's co-ordinated admissions scheme.

The Admission of Students into All Saints Catholic High School

All Saints Catholic High School is an 11-18 co-educational comprehensive school situated on Granville Road, Sheffield. The Governing Body is the Admissions Authority. Students will be admitted at the age of eleven without reference to ability or aptitude. The Governors have set the admission limit for September 2018 as 205. Where applications for admission exceed the number of places available and subject to the prioritised places policy described above, the following criteria will be applied in the order set out below, to decide which students to admit.

A maximum of 200 places is prioritised for children in categories 1-4 inclusive, of which a maximum of 170 places is prioritised for Catholic children.

Category 1

Children in care (Looked After Children) and children who were previously in care who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception and those members of Churches which are in full communion with the Roman Catholic Church

Category 2

Children who have been baptised into the Roman Catholic Church, those formally

received into the Roman Catholic Church, Catechumens, Candidates for Reception and those members of Churches who are in full communion with the Roman Catholic Church and

- a) are siblings of children already attending All Saints Catholic High School
- b) attend the designated feeder schools of All Saints Catholic High School
- c) live in the parishes serving the designated feeder schools of All Saints Catholic High School
- d) other Catholic children

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Category 3

Children in care (Looked After Children) and children previously in care who are not baptised Catholics.

Category 4

Children who are practising members of Orthodox Churches recognised by the Catholic Church or other Christian denominations and **who have the written support of their minister (on Form MR1) and:**

- a) are siblings of children already attending All Saints Catholic High School and who currently attend one of the school's designated feeder schools
- b) are siblings of children attending All Saints Catholic High School
- c) attend the designated feeder schools of All Saints Catholic High School
- d) are other children with an appropriate minister's reference.

Details of Orthodox Churches recognised by the Catholic Church can be obtained from the Diocesan Schools' Department.

Category 5

Children whose parents are seeking a Christian environment for their child's **education and who are supported by an appropriate reference (on Form AR1)* and:**

- a) are siblings of children already attending All Saints Catholic High School
- b) attend the designated feeder schools of All Saints Catholic High School and are active members of other World Faiths and have the written support of their religious leader.
- c) are active members of other World Faiths and have the written support of their religious leader.
- d) attend the designated feeder schools of All Saints Catholic High School.
- e) are other children with an appropriate reference.

* References for sub categories 5a, d and e may be obtained from the child's primary school or from an independent person with knowledge of the child.

Category 6

Other children.

Oversubscription Criteria (Tie-Breaker)

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria. Each time a place (or places) becomes available at the school a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Closing Date

The closing date for applications for September 2018 will be **31 October 2017**. Offers of school places will be made on **1 March 2018** which is the national allocation date.

Late Applications

Late applications will be considered in

accordance with the Local Authority's coordinated admissions scheme

Waiting List

The school will maintain a waiting list of unsuccessful applicants, the order of priority being determined by the application of the oversubscription criteria.

Appeals

Unsuccessful applicants have the right of appeal against the Governors' decision to refuse a place at the school. Such appeals against non-admission will be heard by an independent Appeals Committee formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants. Reference to this is included in the notes which accompany the application form. Further details of the admissions criteria and process may be obtained from the Clerk to the Governing Body at the school.

Children within the In-Year Fair Access protocol

Children within the In-Year Fair Access protocol will be considered as appropriate with reference to the LA's said protocol.

The Designated Feeder Schools for All Saints Catholic High School

Emmaus Catholic and C of E Primary School

- St John Fisher Catholic Primary School
- St Joseph's Catholic Primary School
- St Patrick's Catholic Primary School
- St Thomas of Canterbury Catholic Primary School
- St Theresa's Catholic Primary School
- St Wilfrid's Catholic Primary School (Joint Designation)

Definition of a Sibling

A sibling is one of a group of 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. In each case the sibling must be attending the preferred school at the point of entry.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

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 those children 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.

Definition of Children in Care (Looked After Children)

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

Definition of other Christian denomination

'Children of other Christian denomination' 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 membership of Churches Together should be obtained via the Minister/ Religious Leader's reference on form MR1.

Feeder school parishes

Details of parish boundaries may be obtained from either your Parish Priest or the Diocesan Schools' Department.

Please note:

If you have any queries about completing the application form, then please contact the headteacher of your child's primary school, the Clerk to the Governors of All Saints Catholic High School on 0114 274 3537 or the Diocesan Schools' Department on 0114 256 6440 or email schools@hallam-diocese.com

Admissions Policy for Notre Dame High School for the Admission Year 2018/ 2019

Address:	Fulwood Road, Sheffield, S10 3BT
Headteacher:	Mrs J Willis
Telephone/Fax:	0114 230 2536 / 0114 230 8833
Email:	school@notredame-high.co.uk
Website:	www.notredame-high.co.uk
Religious Affiliation:	Roman Catholic
School Category:	Voluntary Aided Co-educational
Age Range:	11-18
Admission Number for Y7:	210
Anticipated number of pupils on roll at September 2018:	1,490

3

Introduction - The Admission of Pupils into Hallam Diocesan Schools

The family of Catholic schools across the Diocese of Hallam offers a Catholic, Gospel based education for children whose parents seek a genuine alternative to other good schools.

These schools are communities of faith where God is recognised and named. They are rooted in the Church's concept of mission and in living out a Christian lifestyle; they present a picture of Christ to catch the imagination.

Each Catholic school in the Diocese, in partnership with home and parish, has been established to be an integral part of the local Catholic community, which shares the mission of the Church to proclaim the Gospel of Christ.

The provision of this network of schools in the Diocese is primarily intended to provide a place at a Catholic school for all baptised members or catechumens of the Catholic Church.

The Admission of Pupils into Catholic High Schools in Sheffield

Within the City of Sheffield, the Catholic community has a rich tradition of nurturing and developing high quality Christian Education. In addition to fourteen Catholic primary schools, the Diocese is responsible for two excellent High Schools: All Saints and Notre Dame. In continuing this rich tradition, the Catholic Diocese of Hallam is committed to maintaining and developing these schools for the benefit of the Diocesan community and the Common Good.

A maximum of 170 of the available places in each High School is prioritised for Catholic children. The remaining places each year will be prioritised for children who are practising members of Orthodox Churches recognised by the Catholic Church or other Christian denominations at the time of application and for those children wanting a Christian education.

Parental Preference

The Children and Young People's and Families Service (CYPF) common application form provides the opportunity for parents/carers to express up to three choices of school. All applications for a place will be considered on an equal preference basis, applying the oversubscription criteria (as set out below), regardless of whether the school is your first, second or third preference. Ranking by preference will only be used where there would be more than one potential offer of a place within the Local Authority's co-ordinated admissions scheme.

The Admission of pupils into Notre Dame High School

Notre Dame High School is an 11 – 18 mixed comprehensive school situated on Fulwood Road, Sheffield. The Governing Body is the Admissions Authority. Pupils will be admitted at the age of eleven without reference to ability or aptitude. The governors have set the admission limit for **September 2018** as 210.

Where applications for admission exceed the number of places available and subject to the prioritised places policy described above, the following criteria will be applied in the order set out below, to decide which children to admit.

A maximum of 200 places are prioritised for children in categories 1 – 4 inclusive, of which a maximum of 170 places are prioritised for Catholic children.

Category 1

Catholic children in Care (Looked After Children) or previously Looked After Children (footnote) who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception, or those

members of Churches who are in full communion with the Roman Catholic Church. These places will be allocated over and above the 210 admission limit.

Category 2

Children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception, or those members of Churches who are in full communion with the Roman Catholic Church and who:

- a) are siblings of children already attending Notre Dame High School
- b) attend the designated feeder schools of Notre Dame High School
- c) Catholic children who live in the parishes serving the designated feeder schools
- d) Other Catholic children

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Category 3

Other children in Care (Looked After Children) or previously Looked After Children (footnote) who are not baptised Catholics. These places will be allocated over and above the 210 admission limit.

Category 4

At least 30 places will be specifically prioritised for children who are practising members of Orthodox Churches recognised by the Catholic Church or other Christian denominations at the time of application who have the written support of their minister (on Form MR1) and:

- a) are siblings of children already attending Notre Dame High School and who currently attend one of the school's designated feeder schools
- b) are siblings of children already attending Notre Dame High School

- c) attend the designated feeder schools of Notre Dame High School
- d) are other children with an appropriate minister's reference

Category 5

Children whose parents are seeking a Christian environment for their child's education and who are supported by an appropriate reference (on Form AR1*) and:

- a) are siblings of children already attending Notre Dame High School
- b) attend the designated feeder schools of Notre Dame High School and are active members of other World Faiths/other Christian denominations and have the written support of their religious leader
- c) are active members of another world Faith/other Christian denomination and have the written support of their religious leader
- d) Attend the designated feeder schools of Notre Dame High School
- e) Other children with an appropriate reference

* References for sub categories 5a, d and e may be obtained from the child's primary school or from an independent person with knowledge of the child. At least 10 places are prioritised for children in this category.

Category 6

Other children.

The Designated Feeder Schools for Notre Dame High School

At the present time the designated feeder schools are:

- St Ann's Catholic Primary School
- St Catherine's Catholic Primary School
- St Marie's Catholic Primary School
- St Mary's Catholic Primary School
- St Thomas More's Catholic Primary School
- Sacred Heart Catholic Primary School
- St Wilfrid's Catholic Primary School – (Joint Designation)

Closing date for Applications for September 2018 will be **31 October 2017**. Parents/Guardians will be informed of the outcome of their application by the Local Authority on **1 March 2018**.

Late applications

Late applications will be dealt with in accordance with the Local Authority's Co-ordinated Scheme.

Oversubscription Criteria (Tie-Breaker)

In the event of the School reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random allocation process for all of the students in that category, which will be independently monitored. If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria. Each time a place (or places) becomes available at the school a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Waiting List

The school will maintain a waiting list following application of the over-subscription criteria.

Appeals

Unsuccessful applicants have the right of appeal against the Governors' decision to refuse a place at the school. Such appeals against non-admission will be heard by an independent Appeals Committee formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants. Reference to this is included in the notes which accompany the application form.

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. In each case the sibling must be attending the preferred school at the point of entry.

Definition of Looked After Children

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

Definition of 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 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.

Definition of other Christian denomination

'Children of other Christian denomination' 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 obtained via the Minister/ Religious Leader's reference on form MR1.

Parish Boundaries

Details of parish boundaries may be obtained from either your parish priest or the Schools' Department on 0114 256 6440 or email schools@hallam-diocese.com

Please note: If you have any queries about completing the application form, then please contact the Headteacher of your child's primary school, the admissions office at Notre Dame High School or the Diocesan Schools' Department on 0114 256 6440.

Admissions Policy for UTC Sheffield City Centre for the Admission Year 2018/2019

Address:	111 Matilda Street, Sheffield S1 4QF
Headteacher:	Mr Alex Reynolds
Telephone/Fax:	0114 260 3979
Email:	admin1@utcsheffield.org.uk
Website:	www.utcsheffield.org.uk
School Category:	Co-educational
Age Range:	14-19
Admission Number for Y10*:	NA
Anticipated number of pupils on roll at September 2018:	400

**Please note that UTC Sheffield is currently applying for permission to admit Y9 students from September 2018 after running a consultation which showed positive support for the proposal. A decision will be finalised with the Department for Education in August 2017.*

UTC Sheffield offers a dynamic, career-focused and supportive professional learning environment working in partnership with a wide range of employers and both the University of Sheffield and Sheffield Hallam University. The compact size of the institution means that every student is individually known and encouraged, academically and pastorally. Personal tutors, in partnership with mentors from Sheffield's two universities and supporting employers, supervise and support each student as they move through the UTC. In this way, talents can be recognised and nurtured.

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:

Specialisms

All students for Year 10 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 80 places available
- For Creative & Digital Media there will be 40 places available

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

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places then the following arrangements will apply:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
2. All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 9 students at schools in that area.

3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The table below shows the number of places available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

Key Dates

Closing and allocation dates will be consistent with the City Councils co-

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

**Parental Preference – this paragraph is not applicable to UTC applications.

The Application form provides the opportunity for parents/carers to apply for places at the either of the UTC's.

PLEASE NOTE HOWEVER:

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

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 10 applicants
1	DN 1 - 14, DN21, DN22, WF8	Doncaster	23
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	8
3	S70 - S75, HD8, HD9	Barnsley	12
4	S60 - S66, S25-26	Rotherham	24
5	S40 - S49	Chesterfield and NE Derbyshire	12
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	13
7	S5, S7-8, S10, S14, S18	Sheffield B	15
8	S6, S11, S17, S32-33, S35-36	Sheffield C	13

(DN: The places share in the above table will be reviewed to ensure it reflects the latest data on Y9 student numbers). If parents/carers require any further details the full admission policy is available by contacting: admin@utcsheffield.org.uk or visit our website: <http://www.utcsheffield.org.uk/about/policies/>

Admissions Policy for UTC Sheffield Olympic Legacy Park for the Admission Year 2018/2019

Address:	2 Old Hall Road, Sheffield S9 3TU
Headteacher:	Dr Sarah Clark
Telephone/Fax:	0114 260 3970
Email:	olp@utcsheffield.org.uk
Website:	www.utcsheffield.org.uk
School Category:	Co-educational
Age Range:	14-19
Admission Number for Y10*:	NA
Anticipated number of pupils on roll at September 2018:	600

3

**Please note that UTC Sheffield is currently applying for permission to admit Y9 students from September 2018 after running a consultation which showed positive support for the proposal. A decision will be finalised with the Department for education in August 2017.*

UTC Sheffield offers a dynamic, career-focused and supportive professional learning environment working in partnership with a wide range of local employers.

The compact size of the institution means that every student is individually known and encouraged, academically and pastorally. Personal tutors, in partnership with mentors from Sheffield's two universities and supporting employers, supervise and support each student as they move through the UTC. In this way, talents can be recognised and nurtured.

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:

Specialisms

All students for Year 10 admission will be expected to apply for one of the UTC's two specialisms:

- For Human Sciences (Health and Sports) there will be 80 places available
- For Computing there will be 40 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building. All students with an Education Health and Care Plan naming the UTC will be admitted. If there are more applicants than places then the following arrangements will apply:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
2. All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 9 students at schools in that area.

3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The table below shows the number of places available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

Key Dates

Closing and allocation dates will be consistent with the City Councils co-

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

**Parental Preference – this paragraph is not applicable to UTC applications.

The Application form provides the opportunity for parents/carers to apply for places at the either of the UTC's.

PLEASE NOTE HOWEVER:

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

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 10 applicants
1	DN 1 - 14, DN21, DN22, WF8	Doncaster	23
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	8
3	S70 - S75, HD8, HD9	Barnsley	12
4	S60 - S66, S25-26	Rotherham	24
5	S40 - S49	Chesterfield and NE Derbyshire	12
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	13
7	S5, S7-8, S10, S14, S18	Sheffield B	15
8	S6, S11, S17, S32-33, S35-36	Sheffield C	13

(DN: The places share in the above table will be reviewed to ensure it reflects the latest data on Y9 student numbers). If parents/carers require any further details the full admission policy is available by contacting: admin@utcsheffield.org.uk or visit our website: <http://www.utcsheffield.org.uk/about/policies/>

Co-ordinated Sixth Form Admission System for External Students

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley School, High Storrs Community Secondary, King Edward Community Secondary, King Ecgbert Academy, Meadowhead Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tapton School.

The Local Authority is the “Admission Authority” for High Storrs and King Edward VII Community Schools. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own “Admission Authority” and responsible for setting their own admission oversubscription criteria, details are provided below.

Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria. Students may only hold one 6th form offer. If you intend to stay at your current 6th form school, you do not need to apply for an alternative place at another 6th form.

The Co-ordinated Admission Arrangements

Application Procedure

Most students will have access to UCAS Progress and make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer
Inclusion and Learning Service
Floor 5
North Wing
Moorfoot
Sheffield
S1 4PL

Application Timescale for Admission to the 2018/19 Academic Year

Autumn Term 2017

All open evenings are to be held in November 2017. Please check with the individual school website for details

Closing Date

31 January 2018

Allocation Date

24 February 2018

3

Available places for External Students

The minimum number of places available at each school for external applicants from September 2018 is as follows:

School	Admission Number
All Saints Catholic High School	100
Bradfield School	70
Forge Valley School	70
High Storrs Community School	130
King Ecgbert Academy	100
King Edward VII Community School	150
Meadowhead School Academy Trust	30
Notre Dame Catholic High School	120
Sheffield Park Academy	20
Silverdale School	100
Tapton School	150

3

Admission Oversubscription Criteria for Community Schools

The following arrangements apply for High Storrs and King Edward VII Community Schools and are determined by the Local Authority.

All other sixth form schools are responsible for setting their own admission arrangements. All schools have agreed to follow the Authority's criteria as set out below:

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria.

Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been “In Care” and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Local Authority Oversubscription Criteria

Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. All other students who are predicted to meet the minimum entry requirement of 5 subjects at grade 4-9 including English and Maths. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Applications received after the closing date will be placed on a waiting list and will be considered after those received on time for any places that become available.

Bradfield and Silverdale have agreed the same criteria as the Local Authority. Forge Valley, King Ecgbert and Tapton have agreed the same criteria as the Local Authority with the exception that they have designated feeder schools. Students attending the named feeder school have a higher priority, details are confirmed below:

Admission Oversubscription Criteria for Forge Valley School

The full policy is available from the School.

Oversubscription Criteria

1. Students in care - this category also includes students who were previously in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirements of 5 A* - C GCSE passes who attend Chaucer or Tapton School. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 A*- C GCSE passes. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for

students from these schools the tiebreaker would be straight-line distance between home and Forge Valley School.

5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission Oversubscription Criteria for King Egbert School - Mercia Learning Trust

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement of 5 subjects at 4-9 specific entry requirements who attend Newfield Secondary School. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and King Egbert.

4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at 4 - 9 specific entry requirements. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and King Egbert School.
5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission Oversubscription Criteria for Meadowhead School Academy Trust

- Minimum Entry Requirements apply equally to internal and external applicants.
- A minimum entry requirement for entry to the sixth form is 5 GCSE passes at A*- C including English Language and Mathematics.
- A further minimum requirement in specific subjects for specific courses has been set by Meadowhead School. These required grades will be reflective of the standard that a student must achieve at GCSE to demonstrate the ability to pursue a given subject at A/AS level to a successful outcome. More information is available from the school.

Exceptional Circumstances

- It is important that appropriate provision is made for students in

exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

- These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.
- We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.
- These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been "In Care" and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Oversubscription Criteria

- Where there are more applications from external candidates than there are places, places (subject to meeting

the entry requirements) will be offered in the following order:

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. All other students who are predicted to meet the minimum entry requirement of 5 A*-C GCSE passes. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to Meadowhead School.

Admission oversubscription criteria for Tapton School

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child

arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.

2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement, of 5 subjects at grade 4-9 who attend Chaucer or Forge Valley School. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum GCSE average point score entry requirement. Please see details in school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and Tapton.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum GCSE average point score entry requirement. Please see details in school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and Tapton School.
5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission oversubscription criteria for All Saints Catholic High School

The full admissions policy is available from the school.

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been

“Looked After” and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Criteria for Admission

In each category places will be prioritised for children who are looked after or previously looked after children who are not Catholic. New Regulations introduced within the Admission Code of Practice extend this category to also include students who were looked after but ceased to be so because they were adopted or become subject to a residence order or special guardianship order. (Footnote 1)

Category 1

Students in Diocesan secondary schools (Footnote 2) and other Catholic students (Footnote 3)

Category 2

Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students.

Oversubscription

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school’s waiting list, which will be maintained according to the school’s admissions criteria.

Each time a place (or places) becomes available at the school a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students - which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more A*- C grades at GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the **required subject grade** for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

Footnote 1

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 2

Catholic Feeder Schools for Admission into All Saints Catholic High School

- Notre Dame High School, Sheffield
- St Mary's High School, Chesterfield
- St Bernard's High School, Rotherham
- The McAuley School, Doncaster
- St Pius X, Wath upon Dearne
- Holy Trinity, Barnsley

Footnote 3

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.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Footnote 4

Place of residence

A student will be deemed to live at the residential property at which the parent or persons with parental responsibility for the student 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 student's ordinary place of residence will be deemed to be that property at which the student resides for the greater part of the week.

Footnote 5

Late Applications

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

Footnote 6

Waiting List

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

Footnote 7

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 student with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a student 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 student 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.

Appeals against any decision to refuse admission

If a place is not available, parents have the right of appeal to an

independent Panel. Further information about the appeal procedures will be issued with the decision letter.

For further information regarding admissions, please contact one of the following:

Mrs Pamela Barnes,
Sixth Form Admissions Officer,
Local Authority

Email: pamela.barnes@sheffield.gov.uk
Tel: 0114 293 0330

All Saints Catholic High School

Email: enquiries@allsaintslearning.co.uk
Tel: 0114 272 4851

Admission oversubscription criteria for Notre Dame Catholic High School

Parental Preference

The Local Authority UCAS Progress and 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.

The Published Admission Number i.e. the minimum number of places that will be available to external candidates is 120.

Criteria for Admission

In each category places will be prioritised for children who are looked after or previously looked after children who are not Catholic. New Regulations introduced within the new Admission Code of Practice extend this category to

also include students who were looked after but ceased to be so, because they were adopted or become subject to a residence order or special guardianship order. (Footnote 1).

Category 1

Students who are already at Notre Dame High School. They will apply using the school's internal application procedure and through UCAS Progress.

Category 2

Students in diocesan secondary schools (Footnote 2) and Catholics from other secondary schools.(Footnote 3) (Students from other schools will apply through UCAS Progress and students from schools not using UCAS Progress will apply using the Common Application Form procedure).

Category 3

Students who attend a Sheffield Community, Voluntary Aided, Foundation, Trust, Independent School or Academy. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students. (Footnote 4). Students from other schools in Sheffield will apply through UCAS Progress and students from schools outside of Sheffield will apply using the Common Application Form procedure.

Category 4

Students who attend schools other than the Sheffield Community, Voluntary Aided, Foundation, Trust, Independent School or Academy. (Students from schools outside of Sheffield will apply using the Common Application Form procedure).

Criteria that will be applied if there are more applications than places at the school

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

In the event of the School reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random allocation process, for all of the students in that category, which will be independently monitored.

Each time a place (or places) becomes available at the school, a new round of random allocation will take place to determine a child's position on the waiting list, each time a place being allocated to the child that occupies top position on the waiting list.

Minimum Entry Requirement

The minimum entry requirements apply equally **to all categories**:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students - which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a minimum entry requirement for entry to the Sixth Form:

- for AS/A2 (level 3) courses the minimum entry requirement is normally 5 or more A*- C grades at GCSE including English Language and/or Maths (except under exceptional circumstances)

- for double or single award A Level (level 3) the minimum entry requirement is normally 5 or more C grades at GCSE including English Language and/or Maths (except under exceptional circumstances).
- A further minimum requirement may be set in terms of the required subject grade for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available on the school website.

For further details of the Sixth Form Admissions arrangements, please contact Mr Dransfield, Sixth Form Manager: sdransfield@notredame-high.co.uk

Footnote 1

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 2

Catholic Feeder Schools for Admission into Notre Dame VI Form

- *All Saints High School, Sheffield*
- *St Mary's High School, Chesterfield*
- *St Bernard's High School, Rotherham*
- *The McAuley School, Doncaster*
- *St Pius X, Wath upon Dearne*
- *Holy Trinity, Barnsley*

Footnote 3

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.

A list of Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan School's Department.

Footnote 4

Exceptional Circumstances

It is important that proper provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered in a sixth form school but because of his/her exceptional circumstances has not met the normal entry criteria. These circumstances may, for example include asylum seekers, students with special educational needs which can only be met at a particular school and students with a physical disability who require adapted buildings and/or facilities. These circumstances may also include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the normal admission criteria.

Footnote 5

Place of Residence

A student will be deemed to live at the residential property at which the parent or persons with parental responsibility for the student 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 student's ordinary place of residence will be deemed to be that property at which the student resides for the greater part of the week.

Footnote 6

Waiting List

Waiting lists will be dealt with in accordance with the criteria set out above.

Footnote 7

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 student with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a student 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 student 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. Body and a right of independent appeal offered if the place is refused.

Appeals Against any Decision to Refuse Admission

If a place is not available, parents have the right of appeal to an independent panel.

Other useful information

Sheffield Special Schools (secondary)

From September 2018

Name of School
Address
Tel No.
Headteacher

Bents Green Secondary (Day & Residential) (Age 11-19) **(Autism and Communication Difficulties)**

Ringinglow Road, Sheffield, S11 7TB

Tel: 236 3545, Fax: 235 6229

Email: enquiries@bentsgreen.sheffield.sch.uk

Headteacher – TBC.

Executive Headteacher – Mrs J Smith

Heritage Park Community School **(Behavioural, emotional and social difficulties) (Age 7-16)**

Norfolk Park Road, Sheffield, S2 2RU

Tel: 279 6850, Fax: 275 8476

Email: enquiries@heritagepark.sheffield.sch.uk

Executive Headteacher – Mr T Middleton

Head of School – Mr M Walsh

Holgate Meadow Community School **(Behavioural, emotional and social difficulties) (Age 7-16)**

Lindsay Road, Sheffield, S5 7WE

Tel: 245 6305, Fax 257 6761

Email: enquiries@holgatemcs.sheffield.sch.uk

Executive Headteacher – Mr A R Middleton

Head of School – Mr D Green

Seven Hills School **(Learning difficulties and complex needs)**

Granville Road, Sheffield, S2 2RJ

Tel: 274 3560, Fax 276 5371

Email: enquiries@sevenhills.sheffield.sch.uk

Headteacher – Mrs E Everitt and Mr C Rock

Talbot Specialist School **(Learning difficulties and complex needs)**

Lees Hall Road, Sheffield, S8 9JP

Tel: 250 7394, Fax: 250 7857

Email: enquiries@talbot.sheffield.sch.uk

Executive Headteacher – Mrs J Smith

Headteacher – Mrs C Sutcliffe

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Sheffield Integrated Resources (secondary)

From September 2018

Name of School
Address
Tel No.
Headteacher

All Saints Catholic (Aided) Secondary (Physical difficulties)

Granville Road, Sheffield, S2 2RJ

Tel: 272 4851, Fax: 276 5371, Email: enquiries@allsaintslearning.co.uk

Headteacher – Ms C Scott

Birley Community College (Communication difficulties)

Birley Lane, Sheffield, S12 3BP

Tel: 239 2531, Fax: 265 5531, Email: enquiries@birleycc.sheffield.sch.uk

Headteacher – Mrs S Robinson

Ecclesfield Secondary (Hearing impaired)

Chapelton Road, Ecclesfield, Sheffield, S35 9WD

Tel: 246 1156, Fax: 257 0998, Email: enquiries@eccoschool.com

Headteacher – Mr J Wirth

Forge Valley Community School (Communication difficulties)

Wood Lane, Sheffield, S6 5HG

Tel: 234 8805, Fax: 232 4120, Email: enquiries@forgevalley.sheffield.sch.uk

Headteacher – Mr Barracough

High Storrs Secondary (Hearing impaired)

High Storrs Road, Sheffield, S11 7LH

Tel: 267 0000, Fax: 266 3624, Email: enquiries@highstorrs.sheffield.sch.uk

Headteacher – Mrs C Tasker

King Ecgbert Secondary (Communication difficulties)

Totley Brook Road, Sheffield, S17 3QU

Tel: 235 3855, Fax: 236 2468, Email: enquiries@ecgbert.sheffield.sch.uk

Headteacher – Mrs P Haigh

Notre Dame Catholic High (Aided) (Physical Difficulties)

Fulwood Road, Sheffield, S10 3DT

Tel: 230 2536, Fax: 230 8833, Email: school@notredame-high.co.uk

Headteacher – Mrs J Willis

Silverdale Secondary (Hearing impaired)

Bents Crescent, Sheffield, S11 9QH

Tel: 236 9991, Fax: 262 0627, Email: enquiries@silverdale.sheffield.sch.uk

Headteacher – Mrs R Paul

Tapton Secondary (Visually impaired)

Darwin Lane, Sheffield, S10 5RG

Tel: 267 1414, Fax: 294 1155, Email: enquiries@taptonschool.co.uk

Headteacher – Mr Dennis

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Sheffield Admissions Website

The Pupil Admissions Team has its own website. A copy of this booklet can be found on the site with links to other relevant sites. 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, feeder schools and copies of application forms.

The website address is;
www.sheffield.gov.uk/pupiladmissions

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School Terms and Holidays 2018-2019

Please refer to the Council's website for details of term dates and school holiday.

www.sheffield.gov.uk/home/schools-childcare/school-information-term-dates

Please note that each school organises 5 training and development days which are determined by the school. For information on specific training days you should contact the individual school.

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 given on page 66. This procedure should not be confused with the appeal process described on page 23 which allows you to appeal for a different school to the one you have been allocated.

If you wish to complain against the process followed by Sheffield Local Authority, contact:

Local Government Ombudsman
PO Box 4771
Coventry CV4 0GH

Tel: 0300 061 0614

Website: www.lgo.org.uk

School Transport Entitlement for Secondary Schools

This section of the booklet describes the Children, Young People and Families 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

Secondary Schools

Children entitled to free school meals

If your child is entitled to free school meals and will be attending a secondary school which is one of three nearest schools which is over 2 miles and under 6 miles from your home, you will receive a letter explaining how to apply for free home to school transport following the National Offer Day (1 March or nearest working day).

If your child is entitled to free school meals and will be attending their nearest school on the grounds of your religion or belief, which is over 2 miles and under 15 miles from your home, your child is eligible for a free bus pass.

Parents who are on their maximum level of Working Tax Credit need to:

- Be in receipt of their maximum Working Tax Credit (this has to be at the date of allocation for secondary school ie, 1 March or nearest working day)
- Be attending one of three nearest Secondary schools that are over 2 miles and under 6 miles from your home; or

If the school your child is attending is on the grounds of religion or belief the check will be on whether the school is the nearest school up to 15 miles from your home.

If you meet both criteria you will qualify for a zero fare bus pass to enable your child to travel to and from school free of charge on public transport.

All other parents

If you think your child is eligible for free transport you should telephone Customer First Team on 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".

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Pupils With Special Educational Needs

Parents who have a child with an Education Health Care Plan or a statement of special education needs may also apply for free travel assistance. The Special Educational Needs Section will consider requests for pupils whom have an Education Health Care Plan or a statement of Special Educational Needs.

If travel assistance is approved and named in the child's statement, a zero fare bus pass will be provided for pupils able to travel on public transport. In other cases a taxi or minibus may be provided.

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.

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.

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.

The SEN service deals specifically with those children who have an Education Health Care Plan or Statements and are moving from Primary to Secondary School, Infant to Junior School and Nursery to Primary School.

The SEN Team aims to liaise closely with parents, schools and relevant support services and agencies to ensure that the transition process for pupils with an Education Health Care Plan or with a Statement is managed as smoothly as possible.

For further information contact the Transitions Team on (0114) 273 6394.

Secondary Admissions In Sheffield – Contact Details

The Admissions team is based at Moorfoot.

Contact us:



Secondary Admissions

Floor 5, North Wing
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5790
Fax: 0114 273 4155



ed-admissions
@sheffield.gov.uk

Our office hours are:

Monday – Thursday 9.00am – 5.00pm
Friday 9.00am – 4.45pm
(Except bank holidays).

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Addresses of Neighbouring Authorities

Rotherham

Ian Thomas
Strategic Director
Riverside House
Main Street
Rotherham S60 1AE
Tel: 01709 823777

E-mail:
admissions.enquiries@rotherham.gov.uk

Derbyshire

Jane Parfremment
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

Barnsley

Ms Rachel Dickinson
Executive Director

People Directorate
Schools Admissions

PO Box 634
Barnsley S70 9GG

Tel: 01226 773689/773588/
773677/773670

E-mail:
admissions@barnsley.gov.uk

web:
www.barnsley.gov.uk/schooladmissions

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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This document can be supplied in alternative formats,
please contact - tel: 0114 273 5790

Sheffield City Council
Secondary Admissions
ed-admissions@sheffield.gov.uk

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