



L.E.A.D. Academy Trust

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L.E.A.D. ACADEMY TRUST ADMISSIONS POLICY

Policy/Procedure management log

Document name	Admissions Policy
TRUST Approval	January 2026
Date approved by AGB	Spring 2026
Date of review	January 2027

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1. Aims

This policy aims to:

- Explain how to apply for a place at Rainbow Forge Primary Academy
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

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

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

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

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

3. Definitions

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

Looked-after children are children who, at the time of making an application to a school, are:

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

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

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

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

Social and medical need are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Sheffield local authority. You can use this form to express your preference for 3 schools/academies, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the academy. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' views
- › Information about the child's academic, social and emotional development
- › Where relevant, their medical history and the views of a medical professional
- › Whether they have previously been educated out of their normal age group
- › Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- › The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academy has an agreed admission number of 45 pupils for entry in each year.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated.

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

Rainbow Forge Academy follows the Sheffield City Council Admission Arrangements.

The City Council operates within the statutory Admission Code of Practice 2021. Its admission arrangements include the oversubscription criteria and other detailed information that explain how the Authority manages this function. Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

There is a new addition to the statutory criterion to prioritise Looked After and previously Looked After Children to include children from outside of England.

Special Educational Needs

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a Education health & care Plan that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not.

Sheffield City Council Oversubscription Criteria:

(i) Priority 1

Children in Care or Previously in Care

All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children and all previously looked after children, *including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Admissions outside the normal admission round.

In accordance with the Regulations described above, Looked After Children and previously looked after children will be prioritized for admission at their preferred school when an application is made for other year groups.

(ii) Priority Two

Attendance at the linked Infant School – Separate linked infant and junior schools only

This category applies to the transfer from Year 2 to Year 3 at separate linked Infant and Junior Schools. Priority will be afforded for places at the Junior School to children who have attended the designated linked infant school and whose parents apply for a place there. Whilst children attending linked infant schools will be prioritized after those in category (i) above, admission cannot be guaranteed. In the event of oversubscription, normal admission priorities (i.e. those at iii, iv, v and vi) will be applied.

Children living in the catchment area for a separate junior school who apply for a place there but do not attend the linked infant school will be considered after any child that does attend the linked infant school.

The "sibling" priority will be afforded if a sibling attends either the infant or linked junior school.

(iii) Priority Three

Catchment area with 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 preferred school on the day of admission will be considered next, except for admission to separate junior school as described in (ii) above.

The definition of a sibling for these purposes is given at (vi) below. This means that all catchment & sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tiebreaker will apply within each category. (See page 5)

(iv) 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.

In the event of oversubscription, tiebreakers will be used as described below.

(v) Priority Five

Non-Catchment Siblings

Whether in category (iii) or (v), a sibling is defined as a child who permanently or usually lives at the same address as:-

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

and in both cases will be attending the preferred school at the point of entry. Where the requested school is a separate infant or junior school, attendance at the linked junior school or infant will be included.

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.

(vi) Priority Six

Contributory Feeder School (Year 6 to Year 7 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 3, 4 or 5 above will be considered next. (Secondary Schools only)

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.

vii) Priority Seven

All other applicants

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

6.3 Tie break

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

A: Exceptional medical, social or special educational needs

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 Admission Committee (AC) but only within its admission category.

It is the parent's/carer's responsibility to provide any supporting evidence they wish to be considered with their application. The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Authority 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. It is the parent's/carer's responsibility to provide any supporting evidence they wish to be considered with their application. Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

B: Distance

In circumstances where exceptional circumstances are not demonstrated, the final tiebreaker will be the distance from the home address to a designated point on the school premises. This is a straight-line measurement from a defined point of the house to a defined point of the school premises. 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: i) be independently supervised by a representative of the Legal and Governance Service;

Waiting Lists

A waiting list will be maintained until 31 December 2026 for transfer to separate junior schools (Year 3) and transfer to secondary schools (Year 7). A waiting list will continue to be maintained for the full academic year for admission to Reception, i.e. until 31 August 2026. The waiting list is ranked in line with the published oversubscription criteria.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the academy, they will be entitled to attend the academy full-time in the September following their fourth birthday.

Parents may defer their child's entry to the academy until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioral grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

6.6 Fair Access Protocol

We participate in Sheffield's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be completed via Sheffield Admissions Team.

8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

Email: Enquiries@rainbowforgeacademy.co.uk

You can find details of the academy's appeals timetable on the website

9. Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.