



# **School Admission Oversubscription Criteria for Sheffield Community and Voluntary Controlled Schools for the 2023/24 Academic Year**

**People Services**

## Sheffield City Council Admission Arrangements for Community and Voluntary Controlled Schools for the Academic Year 2023/24

### 1. 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.

### 2. 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.

### 3. 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 after 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 tie-breaker 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, tie-breakers will be used as describe 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.

## **Tie Breakers**

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

### **A. 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 tie-breaker 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 2023 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 2024. The waiting list is ranked in line with the published oversubscription criteria.

## **4. Service Personnel and Crown Servants**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, paragraph 2.21 of the statutory Admission Code of Practice requires the Authority to allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter which confirms a relocation date and a Unit postal address or quartering area address. The Authority will not refuse a place if this criterion is met on grounds that the family does not currently live in the area.

## 5. Co-ordinated Admission Schemes

This is the process by which the Local Authority co-ordinates admission applications in the normal year of entry for all parents residing in Sheffield. The scheme requires parents to complete a common application form.

The Local Authority co-ordinates applications for all maintained schools in its area, including academies and is responsible for notifying parents of the outcome of their application on the national offer day.

Local authorities **must** formulate and publish on their website a scheme by **1 January** in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.

Following any such consultation, the local authority **must** determine the qualifying scheme and **must** take all reasonable steps to secure its adoption. A local authority **must** inform the Secretary of State whether they have secured the adoption of a qualifying scheme by **28 February** in the determination year.

## 6. In-Year Transfers

Parents may apply to transfer their child from one Sheffield school to another. There are many reasons why a parent may apply for a transfer but any such request should only be made after careful consideration. Parents sometimes apply for a neighbouring school after an issue that may have occurred at the current school. The transfer form requires the Headteacher of the current school to “sign off” the transfer. This alerts the current school to any problems that might be addressed to avoid a transfer. A transfer can be detrimental to a child’s education and should be avoided wherever possible.

In circumstances where a place is offered at another Sheffield school, the receiving school may defer a start date until the **beginning of the following term**. There may be occasions where the transfer has to take place quickly and each Headteachers will have discretion, considering each case on its own merits.

In any event, the priority must be that the child is attending school.

## 7. Admission to Sixth Form (External applicants)

There are 10 schools that offer Sixth Form provision in Sheffield:

- All Saints Catholic High
- Forge Valley Secondary
- High Storrs Secondary
- King Ecgbert Secondary
- King Edward VII Secondary
- Meadowhead Secondary
- Notre Dame Catholic High School
- Sheffield Park Academy
- Silverdale Secondary

- Tapton Secondary

All Schools are Academies with the exception of King Edward VII.

The Local Authority co-ordinates the admissions process for external students who wish to apply for a place in Sixth Form (Year 12).

In order to progress into Sixth Form a minimum level of attainment is expected, normally at least 5 subjects at Grade 4 to 9 including English and mathematics. Some schools may operate different basic entry requirements and may also have different requirements for specific subjects. Students/parents are advised to check with individual school websites for further information.

Application for Sheffield students is normally made via the “SheffieldProgress” site.

Students who attend a school with a Sixth form who wish to progress into Year 12 at that school have an automatic right of transition but must meet the eligibility criteria.