

Admission to Primary School 2018-19

A Guide for Parents and Carers

Closing date for applications - 15th January 2018



Apply online - www.rotherham.gov.uk/schools



**Apply by post - telephone 01709 823777 to request
an application form**

Letter from the Strategic Director for Children and Young People's Services

Dear Parent(s)/Carer(s)

The Education of Children and Young People is a Key priority in Rotherham. We aim to give your child the best possible learning opportunities and work with you as partners in your child's learning.

Starting primary school is an important and exciting step in the life of any child, along what we hope will be the Lifelong Learning Road. I hope that this booklet will provide a clear explanation of the procedures to be followed at this important point in your child's life. It is important that, as a parent or carer, you are fully informed in the process so that your child can make a happy and successful start to, and continuation throughout their school life. The booklet summarises the Local Authority and Schools policies on the allocation of primary school places. It also refers to some of the other policies which may affect your child, either immediately or at some time in the primary education phase.

This booklet should be helpful in answering questions about starting school and staff in Children and Young People's Services can also offer advice to you. In addition each primary school publishes its own booklet, you may find it helpful therefore to contact the Head Teacher of the school you prefer your child to attend to find out more about its organisation and curriculum.

All Rotherham's Schools are fully committed to The Rotherham School Improvement Mission:

- All children will make at least good progress
- There will be no underperforming cohorts
- All teachers will deliver at least good learning
- All schools will move to the next level of successful performance

The Vision for Rotherham's Children's and Young People's Services

Working with children, families and our partners, for Rotherham's Children's Services to be rated outstanding by 2018. Our key outcomes will be:

- Children and young people are healthy and safe from harm
- Children and young people start school ready to learn for life
- Children, young people and their families are ready for the world of work

This will mean our children, young people and families are proud to live and work in Rotherham.

Yours sincerely

Ian Thomas

Strategic Director

Children and Young People's Services

INTRODUCTION

This booklet gives full details on **how to apply for a primary* school place for your child.**

Rotherham operates a co-ordinated scheme which will result in most children only receiving one offer of a place.

The information particularly applies to all those children born on or between 1st September 2013 and 31st August 2014 who should be starting at a primary school in September 2018.

If your child is moving to a Junior school in September 2018 you will be sent a separate letter. The Admissions Criteria for transfers from Year 2 to Year 3 can be found in **Section 12** of this booklet.

If you wish your child to access nursery provision further information on which schools have a nursery/foundation unit can be found in **Section 4**. For help and advice on private providers and funding for nursery places please contact the Families Information Service on 0800 073 0230. The Admissions Policy for Local Authority (LA) Nurseries and Foundation Stage One Units can be found in **Section 11**.

Details of the action you must take

You are encouraged to read the entire booklet, but it is most important to read Sections 5 and 6 and you must then:

- 1 Apply online at www.rotherham.gov.uk/schools or request a paper application form from the Admissions Team.
- 2 If you are applying for a place at a Church Aided School for your child, you should also complete the appropriate Additional and/or Supplementary Information Form(s) and forward it along with any further evidence requested by your preferred school(s) (e.g. baptismal certificate). Failure to include this information may affect which admissions category your child is placed in for your preferred school(s).
- 3 Paper Common Application Forms must be returned to: **Admissions Team**, Children and Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE
- 4 All applications must be submitted to the Admissions Team by the closing date of **15th January 2018**.
- 5 Places will be allocated based on your residential address on **15th January 2018**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill). If you are asked to provide proof of your address and this is not received by the Admissions Team your original address will be used for allocation purposes.
- 6 On **16th April 2018** you will be notified of which school we intend to offer your child a single school place. This will be by email if you applied online and selected this option, alternatively it will be made by letter to your home address.

The information contained in this booklet was compiled in the period within three months of its publication. It has been made available at least six weeks before the date by which parent(s)/carer(s) may exercise their right to express preferences for schools for the year to which the information relates.

The information on the Authority's policies and procedures referred to in this booklet is correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.

*** for the purpose of this booklet all references to primary schools also includes infant schools and infant and junior schools.**

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SECTION 1 - TERMINOLOGY

Additional or Supplementary Information Form

This is information that a voluntary aided school/academy requires about a child's/family's religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Admission Appeal

Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent appeal panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to school.

Admission Authority

The body responsible for determining the admissions arrangements for a school. This can be the Local Authority or, for some schools, the governing body.

Admission Criteria

The rules, which govern who should and should not be offered a place at an oversubscribed school.

Admission Limit

A higher number of children above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Number

The number of children in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Round

The procedure, arrangements and timetable whereby parents have to submit their Application for admission to school in order to receive the single offer of a school place from the Authority on the National Offer Day.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a School Place

This is where the single offer of a place at a school is made, and therefore the child's name is placed on the list of admissions to that school.

Common Application Form

The form to be used by parent(s)/carer(s) on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parent(s)/carer(s) to name schools in different admission authorities. The term 'common application form' throughout this booklet is used to refer to the online application form or the paper common application form unless otherwise stated.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

Eligible for Admission

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 meets the requirements of the admission criteria when compared to other children, within the admission number.

Foundation Stage/Nursery Units

Part of the Authority's Early Years Strategy providing a specific key learning/teaching stage for children aged 3 to 5. Nursery or Foundation Stage 1 caters for children aged 3 and 4 years on a part-time basis. Reception or Foundation Stage 2 caters for children aged 4 and 5 years on a full-time basis. **Please note that admission to a nursery or foundation stage 1 unit does not guarantee a place in Reception or Foundation Stage 2.** All Foundation Stage 1 children must have a preference for Foundation Stage 2 expressed online or by using the common application form as set out in this booklet.

Home Authority

The Local Authority within whose area the child resides.

Infant Class Size Legislation

The Regulations which give Admission Authorities the power to refuse admission once the admission number has been reached if that means teaching a class of more than 30 children in Key Stage 1.

Maintaining Authority

The Local Authority within whose area a school is situated and for which they are responsible.

National Closing Date

For Admission to Primary School in September 2018, the Government has deemed that the National Closing Date for receipt of applications will be 15th January 2018. Rotherham Authority will accept all applications received up to and including 15th January 2018 as having been received by the closing date.

Net Capacity

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula, issued by the Department for Education, is used.

Notice of Appeal

The form to be completed by the parent(s)/carer(s) and submitted to the Appeal Clerk to request an independent appeal for a school for which the parent(s)/carer(s) has applied and not been offered a place for their child.

Offer Day

The single day in each year in which an authority's single offer of a primary school place is communicated to parent(s)/carer(s) within the co-ordinated scheme. For 2018 – 2019 the offer day will be 16th April 2018.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the published admission number.

Preference

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference(s). ALL Admission Authorities will be operating an 'equal preference' system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. (See also Ranking).

Potential Offer of a School Place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Qualifying Measures

The measures that would need to be taken in order to comply with the duty to limit class sizes in Key Stage 1. These include the necessity to employ an additional teacher or build a new classroom at the school in order to maintain class sizes at 30 or below.

Ranking

The order in which parent(s)/carer(s) have to list their three preferences on the Common Application Form to enable the Authority to determine the single offer of a school place.

Relevant Year Groups

The year group into which children are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant & Primary)	2018/2019	01/09/2013 to 31/08/2014
Year 3 (Junior)	2018/2019	01/09/2010 to 31/08/2011
Year 7 (Secondary)	2018/2019	01/09/2006 to 31/08/2007

Single Offer of a School Place

The one offer of a place at a school which is made to a parent(s)/carer(s) from the potential offers available based on the ranking of the preference(s) expressed.

Transfer

The movement from one school to another which is outside of the initial admissions process for the relevant year groups above. Commonly referred to as In-year transfers.

SECTION 2 - WHAT ARE ROTHERHAM'S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in a co-ordinated procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents* and improves the admission processes that parents often find stressful. Our aim was to produce an admissions system which is streamlined and reduces the number of application forms parents had to complete where they applied for more than one school.

We co-ordinate our admission arrangements with all other local authorities.

Every parent of a child resident in Rotherham who has applied for a school place in any area will receive a single offer of a primary school place on the same day from their home Authority**.

Please note:

- * All references to 'parents' also refers to carers/guardians who have parental responsibility for the child.
- ** All references to 'the Authority' relates to Rotherham Authority.

Key points are:

- A Common Application Form for all primary schools;
- **All** applications for Rotherham residents should be returned to the Admissions Team including those for all Community, Controlled, Voluntary Aided primary schools, Academies and Trust Schools.
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as a 1st or 2nd preference;
- Places will be allocated based on your child's residential address on **15th January 2018**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill);
- You can apply on-line at www.rotherham.gov.uk/schools or you can request and complete a paper Common Application Form. The closing date for receipt of application is **15th January 2018**;
- Parents to receive a single offer of a school place;
- All offers of a school place to be made by the home LA;
- All offers of a school place to be sent to parents on the same day.

The admission arrangements follow a four-step process

Step One A parent expresses preferences for up to three primary schools and ranks their preferences in order.

Step Two The appropriate admission authority will determine whether or not the child is eligible for admission to each school. If the governing body of a voluntary aided school, academy, a trust school or any other Local Authority (for schools outside this Authority) is responsible for admissions, they will determine who is eligible for a place and inform the Authority.

- Step Three** A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.
- Step Four** The parent of a child resident in Rotherham who has submitted an application by the closing date will receive a written offer of a school place from Rotherham Authority on **16th April 2018**.

This booklet contains information, which describes the process in more detail, and you are **strongly advised** to read the booklet **before** you apply for your three primary schools.

There are a number of technical terms, which we have to use in the admissions process that may not be easy to understand. Explanations of these are given in **Section 1**.

SECTION 3 - HOW THE ARRANGEMENTS WORK

The co-ordinated scheme for admission to primary school is designed to enable you to apply for any three primary schools and to receive a single offer of a school place where your child is eligible.

A full copy of the Co-ordinated Scheme for the Admission Arrangements for Primary Schools – 2018/19 is available to download from our website www.rotherham.gov.uk/schools or by contacting the Admissions Team on (01709) 823777.

You will only have to submit one on-line application or complete one Common Application Form in order to apply for a place at any three primary schools including Voluntary Aided schools, Academies and Trust Schools within and/or outside of Rotherham,

You should apply on-line or return the Common Application Form by post by **15th January 2018**. A single offer of a school place for your child will be communicated to you on **16th April 2018**, (although, in some instances it may not necessarily be one of the three named schools).

This is how the co-ordinated scheme works

- 1) You decide which three schools you would prefer your child to attend.
- 2) Having decided on your three schools you have to state which is your first, second and third preference. You will need to state your three preferred schools in your application, taking care to ensure that they are ranked in your order of preference.

1 st preference school	School A
2 nd preference school	School B
3 rd preference school	School C

Please provide full details of your reasons for choosing each school in the appropriate boxes.

- 3) The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on your application. If there is a place available for your child at a school then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. If you have stated three schools on your application your child could be eligible for admission to none, one, two or three schools. **Section 5** explains how it is determined whether your child is eligible for admission at a primary school.
- 4) The outcome of your application will be one of the following eight possibilities:

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	N	N	P	P	P	N	N
2 nd	School B	P	P	N	P	N	N	P	N
3 rd	School C	P	P	P	N	P	N	N	N

Key

- P** Place available – your child is eligible for admission which creates a potential offer.
- N** School oversubscribed – your child is not eligible for admission in accordance with the admission criteria.

Each of the eight outcomes shows whether or not your child is eligible for admission at a school and what was the highest preference of school which could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.

- Outcome 2** Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be School B.
- Outcome 3** Your child is only eligible for admission to School C, therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4** Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5** Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6** Your child is only eligible for admission to your highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8** Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on your application, **a place will be allocated to your child at the catchment school, if places are available**, or the nearest community or controlled school in Rotherham with places available. Brampton Ellis CE Primary School, or one of Rotherham's Academies or Trust Schools may also be offered under this process if places are still available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

Please note:

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form so it does not matter whether or not your child is eligible for a school named as a lower preference.

How will applications for other schools be considered?

For schools, other than Community and Controlled schools, it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. They will also be operating an 'equal preference' system in relation to all preferences.

SECTION 4 - INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand the different categories of schools which are available within the Rotherham area. All the primary schools in Rotherham are co-educational day schools. There is no selection for places on the basis of ability or aptitude.

Year Groups for the academic year group 2018/2019

Year Group	Age Range			
Nursery or Foundation 1	From 3 years			
Reception or Foundation 2	01/09/13	to	31/08/14	4 – 5 years
Y1	01/09/12	to	31/08/13	5 – 6 years
Y2	01/09/11	to	31/08/12	6 – 7 years
Y3	01/09/10	to	31/08/11	7 – 8 years
Y4	01/09/09	to	31/08/10	8 – 9 years
Y5	01/09/08	to	31/08/09	9 – 10 years
Y6	01/09/07	to	31/08/08	10 – 11 years

School Types

Nursery	Schools which cater for children aged 3 – 5 years.
Infant	Schools which cater for infant age children either 4 – 7 years or 3–7 years if the school has a Nursery/Foundation Unit. Children who attend an infant school normally go on to the associated junior school (see Section 12).
Junior	Schools which cater for children aged 7 – 11 years.
Junior & Infant or Primary	Schools which cater for children either 4 – 11 years or 3 – 11 years if the school has a Nursery/Foundation Unit.

From 1st September 2017 this Authority will have 95 schools of which 76 are Infant & Junior or primary schools, 10 are Infant schools and 9 are Junior schools. This Authority also has Nursery Schools at Aughton, Rawmarsh and The Arnold Centre.

At the time of publication of this booklet some of the Authority's primary schools have converted to, or are in the process of converting to, Academy status.

Community and Voluntary Controlled Schools

Community	This is a state school administered and financed by the Local Authority. Admission into the school is the responsibility of the Authority.
Voluntary Controlled	This is a school established by the Church authorities, but controlled by the Local Authority. In Rotherham the voluntary organisation involved is the Church of England. Admission into the school is the responsibility of the Local Authority.

Date of Admission to Community and Voluntary Controlled Schools and Academies

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday (compulsory school age). However, the policy in Rotherham is to admit all children to school at the beginning of the Autumn Term prior to their fifth birthday.

Voluntary Aided Schools

This is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Rotherham the voluntary organisations involved are the Catholic Church and the Church of England. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

Schools which are voluntary aided will refer to this in their schools names as below.

Church of England	By using this phrase or the initials CE along with the phrase Voluntary Aided or VA
Catholic Church	By the use of the word Catholic in the school's name.

Date of Admission to Voluntary Aided Schools and Academies

Voluntary Aided Schools may have different points of admission and dates of entry to those at Community, Voluntary Controlled Schools or Academies. Please contact the individual schools for further details of their dates of admission.

Academies	An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by Schools and may have sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school. Admission into the school is the responsibility of the school governing body and not the Local Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body during the normal admission round.
Trust Schools	This is a school established by a trust and jointly maintained by the Authority. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Local Authority who will make the offer of a place on behalf of the Governing Body.

Admission of children outside their normal age group and summer born children

The year group in which a child is taught has implications for a child's social as well as educational development. It is generally considered better for children to stay within their peer group. However parents may, **in exceptional circumstances**, seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group.

Before deciding to apply for your child to be educated outside of their normal year of admission, you should first contact the school(s) you are interested in applying for to discuss your reasons and/or any concerns you have. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

If, having spoken to the Head Teacher(s) of your preferred school(s), you decide to proceed with your request, you should submit this in writing to the Admissions Team, with full supporting reasons for your request. **This must be submitted, along with your application form stating your preferred school(s), by the closing date for receipt of applications for the normal year of admission.**

Upon receipt of your written request the Authority will seek and take into account the views of the Head Teacher(s) of the preferred school(s). It is possible that the Governing Body of one or more of your preferred schools(s) may be its own Admissions Authority. You should be aware that not all of your preferred schools may be in agreement with your request as one admission authority cannot be required to honour a decision made by another admissions authority. Therefore you may need to decide whether your preference for a particular school outweighs your wish to defer your child's admission until the following year.

Admission Authorities will consider any request and make a decision on the basis of the circumstances of each case and the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a relevant professional; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where the Authority agrees to a parent's request for their child to be admitted out of their normal age group, the application submitted for the normal year of admission will be withdrawn and disregarded and as such, an offer of a school place for the normal year of admission will not be made. Instead, the parent(s) will be invited to apply for a place in the admissions round for the following year but should be aware that normal admissions procedures and criteria will apply and there is no guarantee that a place will be offered at the requested school(s) just because the request to be educated out of year group has been approved. The application for a school place(s) will be considered in accordance with the oversubscription criteria along with all other applications received for the preferred school(s).

Parents may wish to consider deferred or part-time entry within the normal year of admission as an alternative option (please see [Deferred Entry](#) below).

Moving on to Junior and Secondary School - Where a child has been educated out of their normal age group, their parent will again need to request admission out of the normal age group when their child reaches the age where they would normally be transferring to junior or secondary school. Requests will be re-considered by the Authority and the preferred school(s) to decide whether to continue educating the child out of their normal age group. A decision will be made on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.

Appeals - Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

[Deferred Entry to Primary School within the normal year of admission](#)

Rotherham Authority will make an offer of a school place for admission in the September following a child's fourth birthday. Parents/carers may request that their child's entry be deferred until later in the same school year, and the place is held for that child and is not available to be offered to another child. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March, 31st August.

Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

If you wish to defer your child's admission or take up the place on a part-time basis you are advised to contact the Head Teacher of the school allocated to discuss the matter further. You should also notify the Admissions Team in writing of your intentions.

Early Admission to Primary School

Although most children will be admitted to a school within their own age group, occasionally parents seek places outside of the normal age group for their child. Admission Authorities are advised to consider such requests carefully and make decisions on the basis of the individual circumstances of each case. However, it is important to note that early admission will only be considered for a maximum of one term early and will only be granted in **very exceptional circumstances**. In such cases an application must be made in writing to the Strategic Director for Children and Young People's Services, giving full details. Advice will then be requested from the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. An Education Welfare Officer and, if necessary, an Educational Psychologist will also be asked for advice, as will the Head Teacher/Manager of the child's nursery school/setting. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to submit an application for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on (01709) 823777.

It should be noted that all early education providers (e.g. pre-schools, day nurseries, children's centres and some child minders) that receive funding to deliver early education to 3 and 4 year olds are required to plan activities and experiences within the Early Years Foundation Stage framework that will enable children to work towards the Early Learning Goals. Each early education provider has an Outreach Teacher who visits the nursery to ensure the curriculum is being delivered appropriately. Although the majority of children attend a school nursery for their foundation stage 1 year, it is possible for children to remain with their preschool/ day nursery provider until starting full-time school. Both schools and private/voluntary early education providers deliver the same Early Years Foundation Stage framework. If you feel your child's needs are not being met please speak to the Nursery Teacher/Manager to discuss your concerns. If you have any further queries please contact an Admissions Officer on (01709) 823777 or the Early Years Adviser on (01709) 822549.

Foundation Units

Foundation Units have been established in some primary schools. Where this has taken place the present nursery stage of education will be referred to as Foundation Stage 1 and the present Reception stage of education will be referred to as Foundation Stage 2. If a school does not have a Foundation Unit the relevant age groups will still be referred to as nursery and reception. Please see **Section 4** for which schools have Foundation Stage 1 or nursery provision.

Please note that admission to Foundation Stage 1 or a nursery class is not a guarantee of a place in Foundation Stage 2 or reception class at the same school.

Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each primary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the primary schools in Rotherham together with additional information on school size and type etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is www.education.gov.uk and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Authority's Transport policy is detailed in **Section 15**.

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on your application.

1 School Prospectus

All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children and the monitoring of progress for children.
- arrangements for children who are Looked After
- arrangements for children with special educational needs
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance
- home/school arrangements
- child protection
- the school behaviour policy

You should contact the relevant school to obtain a copy free of charge.

2 Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents' evening. Please be aware that visiting a school or putting your child's name down at a school is not in itself an application for a place. You **must** submit an application naming your preferred school(s) by the closing date of 15th January 2018.

You may wish to consider asking the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?
- How does the school recognise and reward achievement?
- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school's dress code?

You may wish to consider these points when you have visited a school:

- Were you given a friendly welcome from staff and children?
- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did children have unlimited access to books and materials?
- Were there well-presented displays of children's work throughout the school?
- Were the children active and happy?

3 Catchment Areas

When considering which schools to include on your application you may wish to know in which school's catchment area your home address lies. Your home address will usually only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Team on (01709) 254831 or on www.rotherham.gov.uk. There are a limited number of streets which may fall into the catchment area of two schools as a shared area. You may request a copy of a map showing the catchment area of a particular school(s) by telephoning (01709) 254831.

You are strongly advised to obtain this information direct from the School Organisation Team or from the website and not from any other source.

Certain schools do not have catchment areas. These are mainly the schools with religious affiliations. The two Controlled Schools - St Thomas' C of E Primary School at Kilnhurst and Wentworth C of E Junior and Infant School act as neighbourhood schools. The Governors of the 16 voluntary aided Church of England and Catholic Primary Schools/Academies have entered into agreements with the Local Authority on each school's admissions policy and the number of children to be admitted. The areas which these schools serve do not coincide with those of community schools. The areas are defined by the Church Authorities and they may act as neighbourhood schools.

4 Considering your preferred schools

When deciding and naming your preferences on your application you should take into account whether your child has a reasonable chance of being offered a place at the schools named i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year*
- the number of places allocated in each admission criteria*

*Further information regarding the allocation of places last year can be found in pages 34-35 of this booklet.

5 Special Educational Needs and Education Health and Care Plans

Most children can cope well in their primary school and some children will be given help by the [inclusion](#) support services within and available to their school. The Educational Psychology Service can give other support and advice to schools and parents/ carers. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject an Education Health and Care Plan (EHC Plan) s/he, will have an Annual Review of their Special Educational Needs during the academic year 2017/18. The review will take into account your views and may make any one of the following recommendations:

- i) that your child may continue to require an EHC Plan following transfer to a primary school;

- ii) that your child's special educational needs can be met by a primary school within its own resources and with help from commonly available support services. Such an outcome may result in a decision that your child's EHC Plan can be ceased;
- iii) that your child's needs would be most appropriately met in a special school or **specialist** unit, and not in a mainstream primary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and recommendations.

You will be notified as soon as possible of the Authority's recommendation arising from the Annual Review, and of your right to appeal to an Independent Tribunal if you wish to do so. **You will still need to complete a Common Application Form for entry to Primary School for 2018 even if your preference may be for a special school or unit.**

If you have any concerns about Special Educational Needs, EHC Plans, you should discuss this with your child's school. If you have any concerns about Assessments of Special Educational Needs, you can contact the EHC Team - on (01709) 822660. Copies of the booklet "Special Educational Needs - A Guide for Parents/Carers" are also available from www.gov.uk/government/publications/send-guide-for-parents-and-carers

6 The Role of the Head Teacher in School Admissions

Head Teachers have no individual role in school admissions. In Community and Controlled Schools the Authority is the admissions authority and therefore only the Authority can make an offer for a place at the school and not the Head Teacher. In Voluntary Aided Schools, Academies and Trust Schools the governing body is the admissions authority and they will determine whether a place can be potentially offered to the parent. The Authority on behalf of the governing body will make this offer.

7 Role of the Local Admissions Forum

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

8 Home-School Agreements

All state schools are required to have written home-school agreements, drawn up in consultation with parents. They are non-binding statements explaining the school's aims and values, the responsibilities of both school and parents, and what the school expects of its children. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

Children may be invited to sign the agreement if the governing body feels that they have a sufficient understanding of the home school agreement as it relates to him or her.

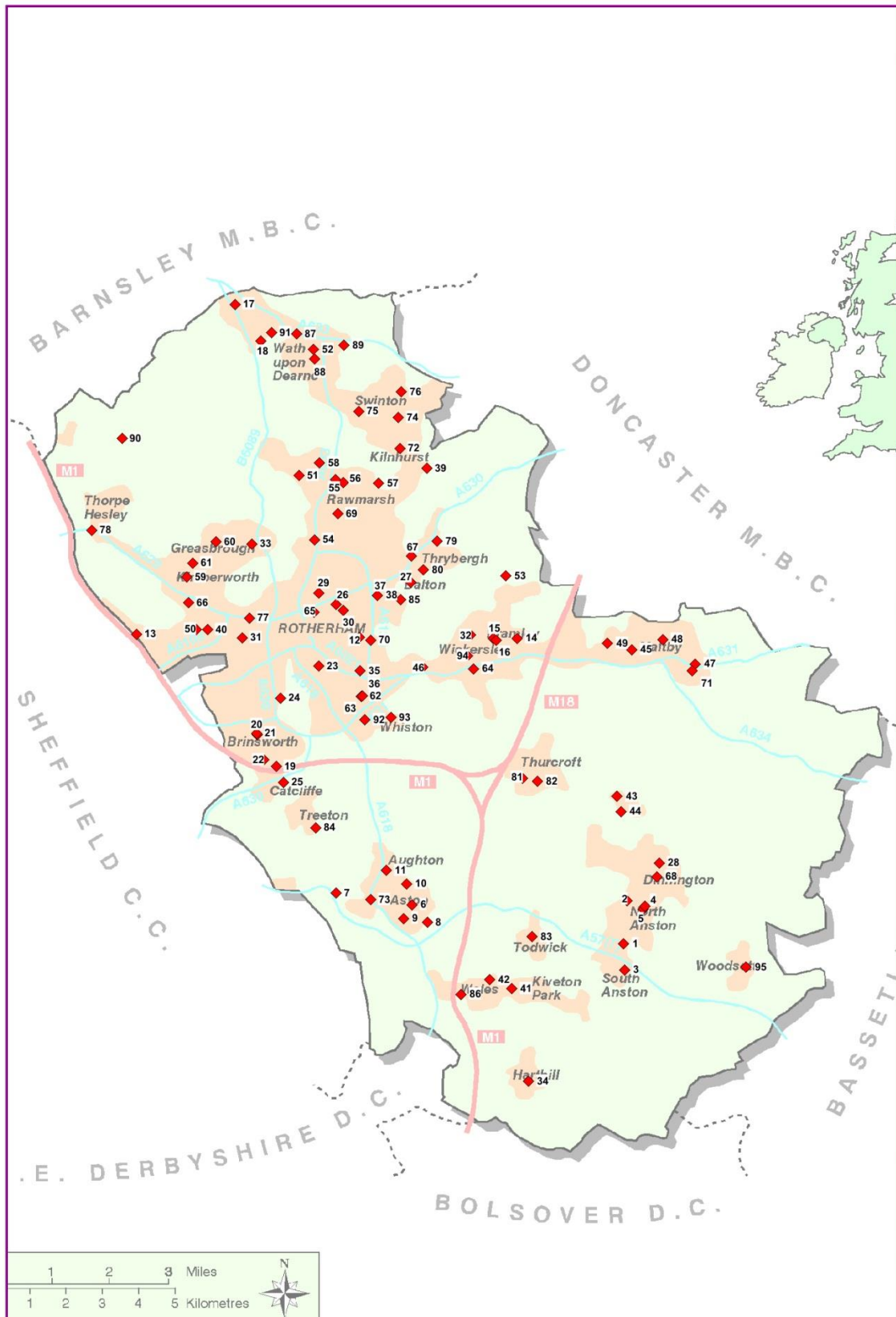
The legislation requires governing bodies to adopt home-school agreements, however admission authorities (and schools) are prohibited from inviting a signature of agreement from a parent before their child can be admitted to school, or making signature a condition of admission, or making any admission decision by reference to whether a signature is likely. Therefore admission to a school is not conditional on a parent agreeing to sign a home school agreement.

9 Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools

ROTHERHAM AREA MAP

Location of Primary Schools and Academies



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Rotherham
 Metropolitan
 Borough Council

11/07/2016

gis@rotherham.gov.uk (01709) 823364
 Rotherham Metropolitan Borough Council
 Corporate ICT
 Riverside House
 Main Street
 Rotherham
 S60 1AE

ID	SCHOOL	ID	SCHOOL
1	Anston Brook Primary	49	Maltby Redwood Academy
2	Anston Greenlands Primary	50	Meadow View Primary
3	Anston Hillcrest Primary	51	Monkwood Primary Academy
4	Anston Park Infant	52	Our Lady & St. Joseph's Catholic Primary
5	Anston Park Junior	53	Ravenfield Primary Academy
6	Aston All Saints CE Primary	54	Rawmarsh Ashwood Academy
7	Aston Fence Junior & Infant	55	Rawmarsh Rosehill Junior
8	Aston Hall Junior & Infant	56	Rawmarsh Ryecroft Infant
9	Aston Lodge Primary	57	Sandhill Primary Academy
10	Springwood Junior Academy	58	Rawmarsh Thorogate Junior & Infant
11	Aughton Primary	59	Redscope Primary
12	Badsley Primary	60	Rockingham Junior & Infant School
13	Blackburn Primary	61	Roughwood Primary
14	Bramley Grange Primary	62	Sitwell Infant
15	Bramley Sunnyside Infant	63	Sitwell Junior
16	Bramley Sunnyside Junior	64	Wickersley St Alban CE Primary
17	Brampton Cortonwood Infant	65	St Ann's Junior & Infant
18	Brampton The Ellis CE Primary	66	St Bede's Catholic Primary, A Voluntary Academy
19	Brinsworth Howarth Primary	67	St Gerard's Catholic Primary
20	Brinsworth Manor Infant	68	St Joseph's Catholic Primary (Dinnington)
21	Brinsworth Manor Junior	69	St Joseph's Catholic Primary (Rawmarsh)
22	Brinsworth Whitehill Primary	70	St Mary's Catholic Primary (Herringthorpe), A Catholic Voluntary Academy
23	Broom Valley Community School	71	St Mary's Catholic Primary (Maltby)
24	Canklow Woods Primary	72	St Thomas CE Primary (Kilnhurst)
25	Catcliffe Primary School	73	Swallownest Primary
26	Coleridge Primary	74	Brookfield Primary Academy
27	Thrybergh Academy And Sports College (Foljambe Primary Campus)	75	Swinton Fitzwilliam Primary
28	Dinnington Community Primary	76	Swinton Queen Primary
29	Eastwood Village Primary School	77	Thornhill Primary
30	East Dene Primary	78	Thorpe Hesley Primary
31	Ferham Primary	79	Thrybergh Fullerton CE Primary Academy
32	Flanderwell Primary	80	Thrybergh Primary School
33	Greasbrough Primary School	81	Thurcroft Infant
34	Harthill Primary	82	Thurcroft Junior Academy
35	Herringthorpe Infant School	83	Todwick Junior & Infant
36	Herringthorpe Junior School	84	Treeton CE Primary
37	High Greave Infant	85	Trinity Croft CE Primary
38	High Greave Junior	86	Wales Primary
39	Kilnhurst Primary	87	Wath CE Primary
40	Kimberworth Community Primary	88	Wath Central Primary
41	Kiveton Park Infant	89	Wath Victoria Primary
42	Kiveton Park Meadows Junior	90	Wentworth CE Junior & Infant
43	Laughton All Saints CE Primary	91	West Melton Junior & Infant
44	Laughton Junior & Infant	92	Whiston Junior & Infant
45	Maltby Lilly Hall Academy	93	Whiston Worrygoose Junior & Infant
46	Listerdale Primary School	94	Wickersley Northfield Academy
47	Maltby Craggs Community School	95	Woodsetts Primary
48	Maltby Manor Academy		

List of Primary Schools in Rotherham

A Community Schools and Academies

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
ANSTON BROOK PRIMARY Ryton Road North Anston Sheffield S25 4DN Tel: (01909) 550599 anston-brook.primary@rotherham.gov.uk www.anstonbrook.co.uk	176	30	26	✓
ANSTON GREENLANDS PRIMARY Edinburgh Drive North Anston Sheffield S25 4HD Tel: (01909) 550557 greenlands@rotherham.gov.uk www.anstongreenlands.org	211	30	–	–
ANSTON HILLCREST PRIMARY Hawthorne Avenue South Anston Sheffield S25 5GR Tel: (01909) 550022 anstonhillcrestprimary@rotherham.gov.uk	224	30	13	✓
ANSTON PARK INFANT Park Avenue North Anston Sheffield S25 2QZ Tel: (01909) 550011 anston-park.infant@rotherham.gov.uk	201	75	–	–
ANSTON PARK JUNIOR Park Avenue off Nursery Road North Anston Sheffield S25 2QZ Tel: (01909) 550779 anstonparkjunior@rotherham.school www.anstonpark-jun.rotherham.sch.uk	277	75	–	–
THE ARNOLD CENTRE Goldsmith Road Herringthorpe Rotherham S65 2LY Tel: (01709) 828983 arnold.centre@rotherham.gov.uk	–	–	78	✓
ASTON FENCE JUNIOR & INFANT Sheffield Road Woodhouse Mill Sheffield S13 9ZD Tel: (0114) 2692688 office@astonfence.org	215	30	–	–

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
ASTON HALL JUNIOR & INFANT Church Lane Aston Sheffield S26 2AX Tel: (0114) 2879811 office@astonhallschool.org	296	45	–	–
ASTON LODGE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872432 office@astonlodgeprimary.org www.astonlodge.org.uk	190	30	26	✓
SPRINGWOOD JUNIOR ACADEMY Aughton Lane Aston Sheffield S26 2AL Tel: (0114) 2872597 info@springwoodacademy.org www.springwoodacademy.org	175	30	–	–
AUGHTON EARLY YEARS CENTRE Main Street Aughton Sheffield S26 3XH Tel: (0114) 2872530 centre@aughtoneyc.org	–	–	52	✓
AUGHTON PRIMARY Turnshaw Avenue Aughton Sheffield S26 3XQ Tel: (0114) 2873091 aughton.primary@rotherham.gov.uk	187	30	–	–
BADSLEY PRIMARY Badsley Moor Lane Rotherham S65 2QS Tel: (01709) 828665 badsley.primary@rotherham.gov.uk	577	90	–	–
BLACKBURN PRIMARY Baring Road Blackburn Rotherham S61 2BU Tel: (01709) 740412 blackburnprimary@rotherham.school www.blackburnprimarieschool.org.uk	257	56	20	✓
BRAMLEY GRANGE PRIMARY Howard Road Bramley Rotherham S66 2SY Tel: (01709) 543664 bramley-grange.primary@rotherham.gov.uk www.bramleygrangeprimarieschool.co.uk	298	45	20	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
BRAMLEY SUNNYSIDE INFANT Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 543061 bsi@rotherham.school www.bramleysunnysideinfant.co.uk	239	90	39	✓
BRAMLEY SUNNYSIDE JUNIOR Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 542231 bramleysunnysidejunior@rotherham.school www.bsjs.co.uk	340	90	–	–
BRAMPTON CORTONWOOD INFANT Chapel Avenue Brampton Bierlow Barnsley S73 0XH Tel: (01226) 340044 school@bc.jmat.org.uk www.cortonwood.rotherham.sch.uk	137	50	26	✓
BRINSWORTH HOWARTH PRIMARY Whitehill Lane Brinsworth Rotherham S60 5JR Tel: (01709) 828613 howarth.pr@rotherham.gov.uk www.howarth.rotherham.sch.uk	218	45	15	✓
BRINSWORTH MANOR INFANT Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828187 brinsworth-manor.infant@rotherham.gov.uk www.brinsworthmanorinfants.co.uk	225	80	39	✓
BRINSWORTH MANOR JUNIOR Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828505 brinsworth-manor.junior@rotherham.gov.uk http://bmaj.rotherham.sch.uk	309	80	–	–
BRINSWORTH WHITEHILL PRIMARY Howlett Drive Brinsworth Rotherham S60 5HT Tel: (01709) 828242 office@brinsworthwhitehill.org www.brinsworthwhitehill.org	283	45	13	✓
BROOKFIELD PRIMARY ACADEMY Lime Grove Swinton Mexborough S64 8TQ Tel: (01709) 570727 office@brookfield-academy.org www.brookfield-academy.org	243	45	26	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
BROOM VALLEY COMMUNITY SCHOOL Broom Valley Road Rotherham S60 2QU Tel: (01709) 828636 bvcs@rotherham.gov.uk www.broomvalleycommunityschool.co.uk	397	60	39	✓
CANKLOW WOODS PRIMARY Wood Lane Canklow Rotherham S60 2XJ Tel: (01709) 828405 canklow-woods.primary@rotherham.gov.uk www.canklowwoods.rotherham.sch.uk	194	30	15	✓
CATCLIFFE PRIMARY SCHOOL Rotherham Road Catcliffe Rotherham S60 5SW Tel: (01709) 828598 catcliffe@rotherham.school www.catcliffeschool.org.uk	200	30	39	✓
COLERIDGE PRIMARY Coleridge Road Eastwood Rotherham S65 1LW Tel: (01709) 828988 enquiries@coleridgeprimary.org www.coleridgeprimary.org	195	30	15	✓
DINNINGTON COMMUNITY PRIMARY School Street Dinnington Sheffield S25 2RE Tel: (01909) 550034 dinnington.primary@rotherham.gov.uk www.dcpschool.co.uk	267	43	26	✓
EAST DENE PRIMARY Doncaster Road East Dene Rotherham S65 2DF Tel: (01709) 512202 enquiries@eastdene.org www.eastdene.org	317	45	25	✓
EASTWOOD VILLAGE PRIMARY SCHOOL Eldon Road Rotherham S65 1RD Tel: 01709 374425 enquiries@eastwoodvillageprimary.org	156	30	26	✓
FERHAM PRIMARY Ferham Road Rotherham S61 1AP Tel: (01709) 740962 ferham.junior-infant@rotherham.gov.uk www.ferhamprimary.org.uk	201	30	15	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
FLANDERWELL PRIMARY Greenfield Court Flanderwell Rotherham S66 2JF Tel: (01709) 546771 contact@flanderwell.co.uk www.flanderwell.co.uk	296	50	26	✓
GREASBROUGH PRIMARY SCHOOL Munsbrough Rise Greasbrough Rotherham S61 4RB Tel: (01709) 740751 greasbroughprimary@rotherham.school www.greasbroughprimary.co.uk	235	45	–	–
HARTHILL PRIMARY Union Street, Harthill Sheffield S26 7YH Tel: (01909) 770291 harthill.junior-infant@rotherham.gov.uk www.harthillprimary.co.uk	171	30	–	–
HERRINGTHORPE INFANT SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828959 herringthorpe.infant@rotherham.gov.uk www.herringthorpeinfantschool.co.uk	250	90	26	✓
HERRINGTHORPE JUNIOR SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828168 herringthorpejunior@rotherham.school www.herringthorpejuniors.com	357	90	–	–
HIGH GREAVE INFANT High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850201 high-greave.infant@rotherham.gov.uk www.highgreaveschools.co.uk	148	60	26	✓
HIGH GREAVE JUNIOR High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850566 high-greave.junior@rotherham.gov.uk www.highgreaveschools.co.uk	201	60	–	–
KILNHURST PRIMARY Hooton Road, Kilnhurst Mexborough S64 5TA Tel: (01709) 570590 kilnhurst.junior-infant@rotherham.gov.uk www.kilnhurstprimary.org	194	30	26	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
KIMBERWORTH COMMUNITY PRIMARY Kimberworth Road Kimberworth Rotherham S61 1HE Tel: (01709) 740879 Nursery: (01709) 740879 kimberworth.primary@rotherham.gov.uk www.kimberworth.org.uk	198	30	26	✓
KIVETON PARK INFANT Station Road Kiveton Park Sheffield S26 6QP Tel: (01909) 770303 kiveton-park.infant@rotherham.gov.uk www.kivetonparkinfants.co.uk	145	60	39	✓
KIVETON PARK MEADOWS JUNIOR Storth Lane Kiveton Park Sheffield S26 5QT Tel: (01909) 771207 kivetonparkinfants@rotherham.school www.kivetonparkmeadowsjuniors.co.uk	204	59	–	–
LAUGHTON JUNIOR & INFANT School Road Laughton Sheffield S25 1YP Tel: (01909) 550477 laughton.junior-infant@rotherham.gov.uk www.laughtonjuniorinfantschool.co.uk	182	30	26	✓
LISTERDALE PRIMARY SCHOOL Beech Avenue Brecks Rotherham S65 3HN Tel: (01709) 543719 school@listerdale.org www.listerdale.org	273	45	15	✓
MALTBY CRAGS COMMUNITY SCHOOL Strauss Crescent Maltby Rotherham S66 7QJ Tel: (01709) 812729 Fax: (01709) 798180 craggs-community.school@rotherham.gov.uk www.craggs-community-school.org.uk	373	60	26	✓
MALTBY LILLY HALL ACADEMY Cliff Hill Maltby Rotherham S66 8AU Tel: (01709) 812148 info@maltbylillyhallacademy.com www.maltbylillyhallacademy.com	409	60	15	✓
MALTBY MANOR ACADEMY Davy Drive Maltby Rotherham S66 8JN Tel: (01709) 813300 info@maltbymanoracademy.com www.maltbymanoracademy.com	344	60	26	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
MALTBY REDWOOD ACADEMY Redwood Drive Maltby Rotherham S66 8DL Tel: (01709) 812848 info@maltbyredwood.com www.maltbyredwood.com	178	45	15	✓
MEADOW VIEW PRIMARY Meadowhall Road Kimberworth Rotherham S61 2JD Tel: (01709) 740500 meadowviewprimary@rotherham.school www.meadowviewprimary.co.uk	224	40	26	✓
MONKWOOD PRIMARY ACADEMY Monkwood Road Rawmarsh Rotherham S62 7JD Tel: (01709) 710367 office@monkwoodprimary.org www.monkwoodprimary.org.uk	385	60	26	✓
RAVENFIELD PRIMARY ACADEMY Moor Lane North Ravenfield Rotherham S65 4LZ Tel: (01709) 542678 info@ravenfieldprimaryacademy.com www.ravenfieldprimaryacademy.com	203	30	–	–
RAWMARSH CHILDREN'S CENTRE Barbers Crescent Rawmarsh Rotherham S62 6AD Tel: (01709) 336868 rawmarsh.nursery@rotherham.gov.uk www.rawmarshchildrenscentre.co.uk	–	–	78	✓
RAWMARSH ASHWOOD ACADEMY Ashwood Road Parkgate Rotherham S62 6HT Tel: (01709) 710847 office@ashwoodprimary.org www.ashwoodprimary.org	204	30	15	✓
RAWMARSH RYECROFT INFANT South Street Rawmarsh Rotherham S62 5QW Tel: (01709) 710599 rawmarsh-ryecroft.infant@rotherham.gov.uk www.rawmarshryecroftinfantschool.co.uk	166	60	–	–
RAWMARSH ROSEHILL JUNIOR Kilnhurst Road Rawmarsh Rotherham S62 5QH Tel: (01709) 710574 info@rosehill.org.uk www.rosehilljuniorschool.co.uk	239	60	–	–

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
RAWMARSH THOROGATE JUNIOR & INFANT Thorogate, Rawmarsh Rotherham S62 7HS Tel: (01709) 710033 office@thorogateschool.co.uk www.thorogateschool.co.uk	206	30	–	–
REDScope PRIMARY Kimberworth Park Road Kimberworth Park Rotherham S61 3JT Tel: (01709) 740350 redscope.primary@rotherham.gov.uk www.redscopeschool.co.uk	372	60	26	✓
ROCKINGHAM JUNIOR & INFANT SCHOOL Roughwood Road Wingfield Estate Rotherham S61 4HY Tel: (01709) 740266 rockingham.junior-infant@rotherham.gov.uk www.rockinghamji.co.uk	316	56	26	✓
ROUGHWOOD PRIMARY Roughwood Road Kimberworth Park Rotherham S61 3HL Tel: (01709) 740254 roughwood.primary@rotherham.gov.uk www.roughwoodprimary.org	248	56	26	✓
SANDHILL PRIMARY ACADEMY Kilnhurst Road Rawmarsh Rotherham S62 5LH Tel: (01709) 710875 sandhillprimary@shiremat.co.uk www.sandhillprimary.org.uk	251	30	26	✓
ST ANN'S JUNIOR & INFANT St Leonard's Road Eastwood Rotherham S65 1PD Tel: (01709) 828298 st.anns.junior-infant@rotherham.gov.uk www.st-anns.rotherham.sch.uk	388	60	26	✓
SITWELL INFANT Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531855 sitwell.infant@rotherham.gov.uk www.sitwellinfantschool.co.uk	225	75	–	–
SITWELL JUNIOR Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531867 sitwelljunior@rotherham.school www.sitwelljuniorschool.co.uk	330	76	–	–

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
SWALLOWNEST PRIMARY Rotherham Road Swallownest Sheffield S26 4UR Tel: (0114) 2872484 Fax: (0114) 2876374 swallownestprimary@rgfl.org www.swallownestprimary.org.uk	204	30	15	✓
SWINTON FITZWILLIAM PRIMARY Broadway Swinton Mexborough S64 8HF Tel: (01709) 874418 swinton-fitzwilliam@sfplc.org.uk www.swintonfitzwilliam.org	316	45	26	✓
SWINTON QUEEN PRIMARY Queen Street Swinton Mexborough S64 8NE Tel: (01709) 570438 Fax: (01709) 512965 swintonqueenprimary@rotherham.school www.swintonqueenprimary.org.uk	310	45	26	✓
THORNHILL PRIMARY Clough Bank Masbrough Rotherham S61 1TD Tel: (01709) 335999 thornhill.junior-infant@rotherham.gov.uk http://www.thornhillprimary.org.uk	291	45	15	✓
THORPE HESLEY PRIMARY Upper Wortley Road Thorpe Hesley Rotherham S61 2PL Tel: (0114) 2570153 thorpehesleyprimary@rotherham.school www.thorpehesleyprimary.rotherham.sch.uk	473	70	26	✓
THRYBERGH ACADEMY AND SPORTS COLLEGE (FOLJAMBE PRIMARY CAMPUS) Foljambe Drive Dalton Rotherham S65 4HQ Tel: (01709) 850569 contacts@thrybergh.com	167	30	26	✓
THRYBERGH PRIMARY SCHOOL Oldgate Lane Thrybergh Rotherham S65 4JG Tel: (01709) 850732 thrybergh.primary@rotherham.gov.uk www.thryberghprimary.org	175	30	26	✓
THURCROFT INFANT Locksley Drive Thurcroft Rotherham S66 9NT Tel: (01709) 542538 thurcroft.infant@rotherham.gov.uk www.thurcroftinfant.co.uk	186	75	39	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
THURCROFT JUNIOR ACADEMY Green Arbour Road Thurcroft Rotherham S66 9DD Tel: (01709) 543194 info@thurcroftacademy.org www.thurcroftacademy.org	220	70	–	–
TODWICK JUNIOR & INFANT Kiveton Lane Todwick Sheffield S26 1HJ Tel: (01909) 771138 todwick.primary@rotherham.gov.uk	211	30	–	–
WALES PRIMARY School Road Wales Sheffield S26 5QG Tel: (01909) 770236 wales.primary@rotherham.gov.uk www.walesprimary.co.uk	246	30	–	–
WATH CENTRAL PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760345 school@wcp.jmat.org.uk www.wathcentral.co.uk	417	60	26	✓
WATH VICTORIA PRIMARY Sandymount Road Wath upon Dearne Rotherham S63 7AD Tel: (01709) 760103 school@wv.jmat.org.uk www.wathvictoriaprimary.co.uk	279	45	26	✓
WEST MELTON JUNIOR & INFANT Stokewell Road West Melton Rotherham S63 6NF Tel: (01709) 760538 office@westmeltonprimary.org www.westmeltonprimary.co.uk	160	30	26	✓
WHISTON JUNIOR & INFANT Saville Road Whiston Rotherham S60 4DX Tel: (01709) 828189 whiston.junior-infant@rotherham.gov.uk www.whistonjunior-infant.co.uk	214	30	–	–
WHISTON WORRYGOOSE JUNIOR & INFANT Hall Close Avenue Whiston Rotherham S60 4AG Tel: (01709) 541878 whiston-worrygoose.junior-infant@rotherham.gov.uk	207	30	26	✓

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
WICKERSLEY NORTHFIELD ACADEMY Northfield Lane Wickersley Rotherham S66 2HL Tel: (01709) 543704 wickersley-northfield.primary@rotherham.gov.uk www.wickersleynorthfieldprimary.co.uk	419	60	26	✓
WOODSETTS PRIMARY Wellfield Crescent Woodsetts Worksop S81 8SB Tel: (01909) 550758 woodsetts.primary@rotherham.gov.uk www.woodsettsprimary.co.uk	196	30	26	✓

B Church of England Controlled Schools

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
ST THOMAS CE PRIMARY Meadow View Road Kilnhurst Mexborough S64 5UA Tel: (01709) 570297 st.thomas@rotherham.gov.uk www.stthomas_kilnhurst.co.uk	204	30	–	–
WENTWORTH CE JUNIOR & INFANT Churchfield Lane Wentworth Rotherham S62 7TX Tel: (01226) 350246 wentworth-cofe.junior-infant@rotherham.gov.uk wentworthchurchofenglandschool.co.uk	112	16	–	–

C Church of England Voluntary Aided Schools

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
ASTON ALL SAINTS CE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872100 aston-cofe.junior-infant@rotherham.gov.uk www.astoncofe.co.uk	213	30	–	–
BRAMPTON THE ELLIS CE PRIMARY Brampton Road West Melton Rotherham S63 6AN Tel: (01709) 760370 school@be.jmat.org.uk www.bramptonellis.org.uk	447	40 (Infant) 90 (Junior)	26	✓
LAUGHTON ALL SAINTS CE PRIMARY High Street Laughton Sheffield S25 1YF Tel: (01909) 550531 office@laughtonallsaints.org www.laughtonallsaintscofe.abcporthals.com	102	15	–	–
THRYBERGH FULLERTON CE PRIMARY ACADEMY Church View Thrybergh Rotherham S65 4BL Tel: (01709) 850572 fullertonji@rotherham.gov.uk www.thryberghfullerton.co.uk	123	25	–	–
TREETON CE PRIMARY Wood Lane Treeton Rotherham S60 5QS Tel: (0114) 2692677 treetoncofe.primary@rotherham.gov.uk www.treetoncofe.co.uk	305	45	26	✓
TRINITY CROFT CE PRIMARY Dalton Parva Rotherham S65 3QJ Tel: (01709) 850570 trinitycroft@rotherham.gov.uk www.trinitycroft.co.uk	131	25	25	✓
WATH CE PRIMARY Barnsley Road Wath upon Dearne Rotherham S63 6PY Tel: (01709) 760471 school@wce.jmat.org.uk www.wathcofe.co.uk	320	45	46	✓
WICKERSLEY ST ALBAN CE PRIMARY Morthen Road Wickersley Rotherham S66 1EU Tel: (01709) 542878 wsa@rotherham.gov.uk www.wsap.academy	210	30	26	✓

D Catholic Voluntary Aided Schools and Academies

School Address & Details	Expected Number on Roll 2017/18	Admission Number 2018/19	Nursery or Foundation Stage 1 Places	Nursery or Foundation Stage 1 Provision
ST JOSEPH'S CATHOLIC PRIMARY (DINNINGTON) Lidgett Lane Dinnington Sheffield S25 2QD Tel: (01909) 550123 stjosephs.dinn@rotherham.gov.uk www.stjosephs-dinnington.co.uk	182	28	26	✓
ST JOSEPH'S CATHOLIC PRIMARY (RAWMARSH) Green Lane Rawmarsh Rotherham S62 6JY Tel: (01709) 710270 sjpr@rotherham.gov.uk www.rawmarshstjosephs.co.uk	189	30	–	–
ST BEDE'S CATHOLIC PRIMARY, A VOLUNTARY ACADEMY Wortley Road Kimberworth Rotherham S61 1PD Tel: (01709) 740101 st.bedesrc.junior-infant@rotherham.gov.uk www.stbedescatholicprimary.co.uk	303	45	26	✓
ST GERARD'S CATHOLIC PRIMARY Park Nook Doncaster Road Thrybergh Rotherham S65 4AE Tel: (01709) 850568 stgerardsprimary@rotherham.school www.stgerardsprimary.org	137	23	–	–
ST MARY'S CATHOLIC PRIMARY (HERRINGTHORPE), A CATHOLIC VOLUNTARY ACADEMY Herringthorpe Valley Road Rotherham S65 2NU Tel: (01709) 361502 office@stmarysherringthorpe.co.uk www.stmarysherringthorpe.co.uk	209	30	–	–
ST MARY'S CATHOLIC PRIMARY (MALTBY) Muglet Lane Maltby Rotherham S66 7JU Tel: (01709) 812611 general@stmarysmaltby.org www.stmarysmaltby.co.uk	189	30	26	✓
OUR LADY & ST. JOSEPH'S CATHOLIC PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760084 olasj@rotherham.gov.uk www.ourlady-stjosephs.rotherham.sch.uk	210	30	26	✓

Further Information on the 2017/18 Primary School Allocations

The information below may help when you are considering which schools to put on your Common Application Form. This is a guide only and reflects the outcome for applications received by the closing date of 15th January 2017.

The following schools were oversubscribed at the time of allocation. After priority had been given to children with a Statement of Special Educational Needs and those who fell into categories (i) to (iv) of the admissions criteria, the remaining places were filled by children from category (v) who lived in the catchment area and lived nearest to the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category (V)	Number of Applicants not offered this school and placed on the waiting list from category v
Coleridge	10	11	1
A further 9 applications from category (vi) and (vii) were also refused and added to the waiting list.			
Kilnhurst St Thomas	6	9	3
A further 7 applications from category (vi) and (vii) were also refused and added to the waiting list.			
Rawmarsh Ashwood	20	24	4
A further 15 applications from category (vii) were also refused and added to the waiting list.			

The following schools were oversubscribed at the time of allocation. After priority had been given to children with a Statement of Special Educational Needs and those who fell into categories (i) to (v) of the admissions criteria, the remaining places were filled by children from category (vi) who had siblings on roll of the school and lived nearest to the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category (Vi)	Number of Applicants not offered this school and placed on the waiting list from category (vi)
Catcliffe	1	4	3
A further 1 application from category (vii) was also refused and added to the waiting list.			

The following schools were oversubscribed in 2017/18 at the time of allocation. After priority had been given to children with a Statement of Special Educational Needs and those who fell into categories (i) to (vi) of the admissions criteria, the remaining places at these schools were filled from category (vii) applications by children who lived nearest to the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category (Vii)	Number of Applicants not offered this school and placed on the waiting list from category vii
Anston Greenlands	9	22	13
Anston Hillcrest	2	3	1
Aston Fence	0	36	36
Aston Hall	10	17	7
Herringthorpe	25	50	25
Kimberworth	2	11	9
Laughton	10	20	10
Listerdale	10	12	2
Rawmarsh Thorogate	16	24	8
Sitwell	23	26	3
Swallownest	0	4	4
Swinton Queen	9	17	8
Todwick	5	15	10
Wales	9	16	7
Whiston	9	12	3
Whiston Worrygoose	8	18	10
Wickersley Northfield	27	29	2

Oversubscribed Voluntary Aided Schools

School	Number of Applications (as at the closing date 15 th January 2017)	Number of Applicants not offered this school and placed on the waiting list as per the co-ordinated scheme
Brampton Ellis	48	8
St Albans CE	39	9
St Bede's	51	6
St Mary's Herringthorpe	41	11
Our Lady and St Joseph's	39	9
Wath CE Primary	72	12

The following schools were also full on the offer day although it was not necessary to place any children on a waiting list:

- East Dene
- Rawmarsh Ryecroft
- Wath Victoria

SECTION 5 - THE ADMISSION CRITERIA

IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on:

- admission criteria for Rotherham community schools, Academies and Trust Schools
- admission criteria for all Aided Church of England and Catholic Primary Schools and Academies in Rotherham

*Please note the admission criteria for a place in Year 3 at a junior school can be found in **Section 12**.*

Parents must be aware that the Authority **does not** operate a procedure whereby parents can register their child's name at a school for admission. All Parents must complete a Common Application Form for the school year in which their child is to be admitted into primary school.

Parents who have visited a school and informed the Head Teacher of their child's name and address do so only to request that they receive information about applying for admission to primary school.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Reception/Foundation Stage 2 and is derived from the capacity of the school. Further information on admission numbers can be found in **Section 4**.

For all schools where the number of applications received is below the published admission number for the school the child will be eligible for admission to that school. In cases where the numbers of applications for a school exceeds the published admission number it will be necessary to apply the admission criteria to determine who is eligible for admission.

ROTHERHAM SCHOOLS

Applying the Admission Criteria for Rotherham Community and Controlled Primary Schools, Academies and Trust Schools

Rotherham Authority is the admission authority for all community and controlled schools.

The Governing Body of an Academy is the Admissions Authority for the school. Places will be allocated using the Admissions Criteria for Rotherham Community and Controlled Primary Schools; places will be offered by Rotherham Authority on behalf of the Governing Body.

The Authority will consider all preferences equally, which means that no priority will be given according to the order of the preference(s), except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places at the Community and Controlled Primary Schools. Applications will be prioritised with the highest priority being given to criterion (i) then criterion (ii) and so on. Places will be potentially offered in priority order up to the published admission number.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on 15th January 2018 live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, "as the crow flies").

Definition of Distance

Should the published admission number be reached mid category, the Authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route.

Distance measurements are calculated by the Admissions Team using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from

the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria or as part of the distance tiebreaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of Legal and Democratic Services.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Statement of Special Educational Needs or Education Health and Care Plan (EHC)

A small number of children will have a Statement of Special Educational Needs or EHC plan. Children with a Statement of Special Educational Needs/EHC plan that names a school in the final Statement must be admitted to the school that is named as part of that process. The majority of children with special educational needs will not require a Statement of Special Educational Needs or EHC plan.

Applications for children who have special educational needs but no statement or plan will be considered on the basis of the Authority's published admissions criteria.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a potential place in accordance with the admission criteria. Applications for the Academies in Rotherham will also be considered in accordance with the following admissions criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

ADMISSIONS CRITERIA FOR COMMUNITY AND CONTROLLED PRIMARY SCHOOLS AND ACADEMIES

Please note that where 'Authority' is stated this refers to Rotherham Authority for Community and Controlled Primary Schools and to the Governing Body of an Academy.

Places will be allocated in the following order of priority

- i) Relevant Looked After Children and previously looked after children (see note (a) below).
- ii) Children who, on 15th January 2018, have a specific medical reason, confirmed by a medical practitioner, which the Authority is satisfied makes attendance **at that particular** school essential. **Parents** should ensure that they include full supporting information with their on-line application or with the Common Application Form.
- iii) Children who, on 15th January 2018, have a compelling social reason which the Authority is satisfied make attendance at that particular school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they include full supporting information with their on-line application or with the Common Application Form.

Please note: Very few cases are agreed annually on social grounds

- iv) Children who, on 15th January 2018, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2018 (see notes (b) and (c) below)
- v) Children who, on 15th January 2018, live in the catchment area of the school as defined by the Authority (see note (b) below)
- vi) Children who, on 15th January 2018, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2018 (see note (c) below)
- vii) Children who, on 15th January 2018, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

Definitions:

- a) A '**relevant looked after child**' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk.

- b) **Definition of Live/living.** This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order, etc.

The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the **15th January 2018**.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or, if this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court.

Places will be allocated based on your residential address on **15th January 2018**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence. The Local Authority may undertake a home visit without prior notice to verify a child's home address.

c) **Definition of Sibling.** For a child to be considered a sibling, one of the following conditions must exist:

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- Half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This **must** include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED PRIMARY SCHOOLS AND ACADEMIES

This following information is for parent(s)/carer(s) who intend to apply for a place at an Aided Church of England and/or Catholic Primary School. Please note reference to 'schools' below will also include academies.

Please refer to the individual policy for your preferred school(s) in conjunction with this information.

If you wish to apply for a place at a voluntary aided school, in another Local Authority you should contact the school and the LA which maintains that school for details of the admissions policy.

If you require any clarification regarding a particular school's admissions policy please contact the individual school or the Admissions Team on Rotherham (01709) 823777.

Additional Information Required by Voluntary Aided Schools

All parents who name their preferred schools on the Authority's Common Application Form are regarded as having made valid applications.

However, Voluntary Aided schools require additional information, which is not contained on the Application Form and relates to the church of which they are a member. Therefore, in addition to the Application Form each Voluntary Aided school will require a Supplementary Information Form to be completed by applicants. If you wish your application to be considered under any of the faith criteria the supplementary information provided will be used by the Governing Bodies of the Voluntary Aided schools in applying their admission criteria. Completion and return of the Supplementary Information Form does not guarantee a place at the school. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team.

Parents / carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference form in addition to their Common Application Form.

Where a Supplementary Information Form is not submitted with your application it may affect the consideration given by the governing body of that school to your preference and consequently the admission category which your child is placed into.

Co-ordinated Scheme for Admission Arrangements

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

Applications outside of the normal admissions round

Applications outside the normal admissions round will be dealt with in accordance with the Authority Scheme unless otherwise stated.

Documentation Required for an Application for a Church of England Aided School or Academy

1. A Common Application Form naming the school as one of your three preferences together with a Supplementary Information Form. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team.
2. Where regular attendance at a place of worship is to be taken into account, you should also fill in the "Minister of Religion Referral Form" (on the reverse of the Supplementary Information Form) which should be countersigned by your Minister of religion.
3. Any other information required by your preferred school(s) as detailed in their individual admissions policy.

* Trinity Croft C of E J&I School – if you state that your child has been baptised then a copy of the baptism certificate will need to be enclosed with the application.

Documentation Required for an Application for a Catholic Primary School or Academy

- The Common Application Form, with any additional information required to support the application.
- The Additional Information Form. You are strongly recommended to complete this form as it will be used by the governing body to determine which admissions category your child is placed in for their school. The Additional Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team.
- A baptismal certificate, where appropriate.
- A baptismal certificate of the parent or a letter from the priest to verify that the parent is following a course of instruction for entry to the Catholic Faith
- A minister's testimony of the worship of the parent/s and child
- Appropriate evidence of Faith membership
- Appropriate professional evidence of the child's special needs and the role of the school in meeting those needs
- A statement from the parents stating why they want a Christ-centred education for their child
- * **St Bede's Catholic Primary School, a Voluntary Academy also require proof of the child's residential address such as a recent public utilities bill (all categories).**

CHURCH OF ENGLAND AIDED PRIMARY SCHOOL ADMISSIONS POLICIES

ASTON ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL Admissions Policy 2018/19

Introduction

Aston All Saints Church of England Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Rotherham Local Authority (LA.)

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

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context.

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

This policy should be read in conjunction with the rest of this booklet.

The admission number for this year is 30 and all children will be admitted during the Autumn Term prior to their 5th birthday.

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

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

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM

Parental Preference

The local education authority Common Application Form provides the opportunity for parent(s) to express up to three choices of schools in rank order of preference.

PLEASE NOTE HOWEVER that ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that all applications for a place at this school will be assessed according to the admission criteria and no priority will be given according to the ranking.

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

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Rotherham area, including Aston All Saints Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Criteria for Admission:

Children who have a Statement of Special Educational Needs or Education, Health and Care Plan, and the school is named as the most appropriate education setting for the child, will be admitted through the Local Authority's statementing process.

Evidence of Statement/E.H.C. Plan must be provided.

Where there are more applications for admission than the published admission number stated, the Governing Body's Admissions Committee will apply the criteria in strict order of priority.

Tie-breaker – if the admission number is reached mid-category, applications within each of the numbered criteria will be prioritised as follows:

- Should the published admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by Rotherham Authority. A Geographical Information System is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

Church attendance must be confirmed by completing **BOTH** sides of the form "*SUPPLEMENTARY INFORMATION FORM TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL*" and returning it to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team.

Criteria for Admission

- Children who have a statement of special educational needs or an education, health and care plan and the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria:

1. Children who are in Public Care (Looked After Children) or were previously in Public Care - (see definition 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who will have an older brother or sister attending the school at the anticipated time of admission. [see definition 7]
4. Children whose parent(s) live in the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. [see definition 2 ,4 and 5]
- 4a. Children who live in the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. [see definition 4 and 5]
5. Children whose parent[s] live outside the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. [see definition 2, 4 and 5]
- 5a. Children who live outside the Parish and regularly attend the Church of All Saints Aston or Christ Church Swallownest or Holy Trinity Ulley. [see definition 4 and 5]

6. Children whose parent[s] live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” [see definition 2, 4 and 5]
- 6a Children who live in the Parish and regularly attend another Christian denomination participating in “Churches together in England” [see definition 4 and 5]
7. Children whose parent[s] live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” [see definition 2 and 5]
- 7a Children who live outside the Parish and regularly attend another Christian denomination participating in “Churches together in England” [see definition 5]
- 8 Children whose parent[s] live in the Parish and are practising members of a Faith other than the above mentioned. [see definition 2 and 5]
- 8a Children who live in the Parish and are practising members of a Faith other than the above mentioned. [see definition 5]
- 9 Children whose parent[s] live outside the Parish and are practising members of a Faith other than the above mentioned [see definition 2 and 5]
- 9a Children who live outside the Parish and are practising members of a Faith other than the above mentioned. [see definition 5]
10. Children of staff of the school (see definition 3)
11. Children who live in the Parish. [see definition 5]
12. Children who do not live in the Parish [see definition 5]

Definitions

Definition 1

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Definition 2

“parent(s)” means the parent(s) or legal guardian with whom the child normally lives.

Definition 3

Children of Staff at School

“Children of staff”

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

Definition 4

“regularly attend” - means has attended church services at least 24 times in the twelve months prior to the date on which the application is made. A minimum of twelve must be attendance at a Sunday service.

Definition 5

“Parish” - means the ecclesiastical parishes of All Saints, Aston-cum-Aughton (which includes the district of Christ Church, Swallownest) and Holy Trinity, Ulley.

Definition 6

“Admission number” - the number which has been calculated according to the net capacity of the school (which the law defines) and has been agreed with Rotherham Local Authority. This list has been amended to include amongst others – twins and children from multiple births when one of the siblings is the 30th child admitted.

Definition 7

“brother or sister” - a brother or sister permanently living at the same address. This includes a step-brother, step-sister, half-brother or half-sister permanently living at the same address.

Please refer to www.churches-together.org.uk for an up to date list of ‘Churches together in England’.

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme

False Information

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

Appeals Against The Governing Body’s Decision

Please refer to Section 10 - Information on Appeals on page 119.

BRAMPTON 'THE ELLIS' CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2018/19

Introduction

Brampton 'The Ellis' Church of England Primary School is a Church of England Voluntary Aided primary school in the Diocese of Sheffield and is maintained by Rotherham Local Authority.

The school provides a distinctively Christian education for children aged 3+ to 11+ years.

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

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

This policy should be read in conjunction with the rest of this booklet.

The admission number for this year is 40 and all children will be admitted during the Autumn Term prior to their 5th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday - compulsory school age.

Admission to Year 3

The Primary School has a higher admission number of 90 for pupils in Years 3 to 6. The Governing Body will give priority to applications from parents of children in Year 2 at Brampton Cortonwood Infant School, which is considered a feeder school to Brampton the Ellis CE Primary.

If the number of applications from Brampton Cortonwood Infant School means the school exceeds the admission number of 90 then each of the applications will be assessed against the criteria.

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Rotherham area, including Brampton the Ellis CE Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Church attendance must be confirmed by completing BOTH sides of the form "SUPPLEMENTARY INFORMATION FORM" TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL" and returning it to the Admissions Team, C.Y.P.S, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018.

Criteria for Admission

Please note: that children who have a statement of special educational needs or an education, health and care plan that names the school as the most appropriate educational setting will gain a place at the school through the statementing process.

Evidence of the child's Statement/EHC Plan must be provided.

Where there are more applications for admission than the published admission number stated, the governing body /admission committee will apply the following admission criteria in strict order of priority.

Category One

Children who are in Public Care (Looked After Children) or previously in Public Care – (see definition).

Category Two

Children who will have an elder brother or sister in this school at the anticipated time of admission.

Category Three

The children of parent(s)/carer(s) who are resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and:

1. regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in church.
2. regularly and frequently attend another Church of England church on a Sunday.
3. regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
4. whose parent(s)/carer(s) are active members of other World Faiths.
5. whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Four

The children of parent(s)/carer(s) who are **not** resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and:

- 1 regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in church.
- 2 regularly and frequently attend another Church of England church on a Sunday.
- 3 regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
- 4 whose parent(s)/carer(s) are active members of other World Faiths.
- 5 whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Five

Any other applications not falling within categories 1-4.

Distance Tie Break Clause

Should the admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from home to the school (for a full definition please refer to pages 36 and 37).

In the event of two or more children still living equidistant from the school, the PLACE WILL BE DECIDED BY DRAWING LOTS, the first name drawn out of the bag will be offered the place.

Footnotes/Definitions

The school number has been calculated according to the net capacity of the school which the law defines and has been agreed with the Local Authority.

Looked after children(Child in Public Care)

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Brothers/Sisters

Siblings - for the sibling (brother or sister) criterion to be applicable one of the following conditions must exist:

- brother and/or sister to be permanently resident at the same address.
- stepbrother and/or stepsister to be permanently resident at the same address.
- half-brother and/or half-sister to be permanently resident at the same address.
- brother and/or sister who do not live at the same residence but, who share the same parent.
- child of the parent/carer's partner to be permanently resident at the same address.

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

Definition of regular attendance at Church

Regular and frequent attendance by children is defined as attendance at a Church of England Church or another Christian denomination participating in "Churches Together in England" for the equivalent of at least once a month over the last 12 months. Ref: www.churches-together.org.uk

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme

False Information

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

Appeals Against The Governing Body's Decision

Please refer to Section 10 - Information on Appeals on page 119.

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

DOCUMENTATION REQUIRED

1. The school requires additional information not contained on the Common Application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team. You are **strongly** recommended to complete this form, which should be returned to the Local Authority, in addition to completing your Common Application Form.
3. Ministers reference to support regular church attendance.
4. This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.
5. The Supplementary Information Form may assist Governors when deciding which priority of admission category your application is placed in.

IN YEAR TRANSFERS

The Local Authority, Rotherham, will co-ordinate in year transfers for our school in 2018/19

LAUGHTON ALL SAINTS' CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2018/19

Introduction

Laughton All Saints' C of E Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Rotherham Local Authority.

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

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

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

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2018/19 is 16 (phased) and children will be admitted during the Autumn term prior to their 5th birthday. The Local Authority, Rotherham Borough Council, will coordinate in year transfers for our school in 2018/2019. Where parents wish to defer entry or request that the child attends part time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM.

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Laughton All Saints' C of E Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by school when applying the admissions criteria. The Supplementary Information Form is available on the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team.
3. The Common Application Form should be submitted by 15th January 2018 along with the Supplementary Information Form (if applicable).

Criteria for Admission

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

Oversubscription Criteria

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical

doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school

3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly (see definition 3) attend the parish church of All Saints', St Leonards or St Simon & St Jude.
5. Children who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend the parish church of All Saints', St Leonards or St Simon & St Jude.
6. Children of parents /carers who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
7. Children who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who are resident in the parishes of Laughton.
9. Children who are resident in the parishes of Dinnington and Thurcroft.
10. Children who reside outside the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England'
11. Children of staff of the school (see definition 6)
12. All other children

Distance Tie Break Clause

Should the admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by Rotherham Authority. A Geographical Information system is used which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the complex is used.

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

Definitions

Definition 1 - Brother/Sister

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

Definition 2 - Parent/Carer

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

Definition 3 - Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

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

Definition 4 - Churches Together in England

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

Definition 5 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Definition 6 - Children of Staff at School

Children of staff

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

THRYBERGH FULLERTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2018/19

Basic Information

- Thrybergh Fullerton Church of England Aided Primary School is situated in the Diocese of Sheffield and is maintained by the Rotherham Local Authority.
- The school primarily serves the ecclesiastical parishes of Thrybergh and Hooton Roberts.
- The school Governing Body being the “admissions authority” is responsible for determining and administering the policy relating to the admission of pupils to the school.
- Following statutory consultation with the LA and others, the Governing Body has set its published admission number for 2018/19 at 25.
- In accordance with the provisions of Regulation 49 of the Education (School Government) Regulation 1999, the Governing Body has delegated responsibility for determining admissions to its Admission Committee.
- As requested by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class (except multiple births where one of the children is the 30th child admitted, eg twins).
- Children with a statement of special educational needs or an education, health and care plan with the school named will be admitted by law.

Date of admission to the school in each academic year is 1st September.

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admissions Authority for this school, will admit children into school at one point during the school year as follows:

Children will be admitted during the autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Voluntary Aided primary schools within the Rotherham Area. Details of the co-ordinated scheme can be obtained from the Authority.

Criteria for Admission

Where there are more applications for admission than the admission number of 25, the Governing Body/Admission Committee will apply the following criteria in strict order of priority:

Order for allocating places

Selection Process	Admission Criteria Category
1	Category One
2	Category Two
3	Category Three
4	Category Four
5	Category Five

This is important where the school will have more applications than places available.

Category One

- 1(a) Children who are in Public Care (Looked After Children) and Children previously in Public Care
- 1(b) Children with a statement of special educational needs or an education, health and care plan with the school named will be admitted by law.

Category Two

The children of parents/carers who are resident within the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

- 1 where the parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts.
- 3 where the parents/carers regularly and frequently attend another Church of England church and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 4 whose parents/carers regularly and frequently attend another Church of England church.

Category Three

The children of parents/carers who are resident outside the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

- 1 where the parents/carers regularly and frequently attend the parish churches of Thrybergh and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers regularly and frequently attend the parish churches of Thrybergh.

Category Four

The children of parents/carers who are resident within the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

- 1 where the parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers of Other Faiths and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 3 where the child will have an elder brother or sister in school at the anticipated time of admission.
- 4 Children of staff where:
 - (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5 where parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England".
- 6 where parents/carers of Other Faiths who wish their child to attend this Church of England School.
- 7 whose parents/carers wish their child to attend this Church of England Aided School.

Category Five

The children of parents/carers who are resident outside the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

- 1 where the parents/carers regularly and frequently attend another Church of England Church and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 2 whose parents/carers regularly and frequently attend another Christian denomination participating in "Church Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 3 whose parents/carers of Other Faiths and where the child will have an elder brother or sister in school at the anticipated time of admission.
- 4 where the child will have an elder brother or sister in school at the anticipated time of admission.
- 5 Children of staff where:
 - (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 6 where the parents/carers regularly and frequently attend another Church of England Church.
- 7 where the parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England".
- 8 whose parents/carers of Other Faiths who wish their child to attend this Church of England Aided School.
- 9 whose parents/carers wish their child to attend this Church of England Aided School.

When deciding between applicants with otherwise equal entitlement to a place, the governors will take into account where the applicants live and give priority to applicants who live the shortest walking distance to the school using public roads and footpaths.

Tie-Breaker (Distance)

If the admission number is reached mid-category, applications in that category will be prioritised by the measurement of distance from the child's ordinary place of residence to the school gates, with the shortest distance having the highest priority. When measuring distance, the Governing Body will measure the shortest walking distance to the school using public roads and footpaths.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our schools in 2018/19

Church Attendance

Parent/carers whose application is based on membership of a Christian denomination should enclose a letter of support from their priest/minister. The letter should include how long they have been attending the place of worship and the average frequency of such attendance:

1. more than weekly
2. weekly
3. more than monthly
4. monthly
5. quarterly

Notes:

- (i) the ecclesiastical parish of Hooton Roberts refers to the ancient parish boundaries in place at the time of the demise of the Hooton Roberts school.

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme and detailed in this booklet.

Definitions

Definition 1 – Brother/Sister

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

Definition 2 – Parent/Carer

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

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

Definition 4 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Definition 5 - Churches Together in England

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

Appeals against the Governing Body's decision to refuse admission:

Please refer to Section 10 - Information on Appeals on page 119.

TREETON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2018/19

Introduction

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

The school provides a distinctively Christian education for children aged 3 to 11 years.

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

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

This policy should be read in conjunction with the Admissions booklet.

The admission number for 2018/19 is 45

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

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

PLEASE CONTACT THE SCHOOL IF YOU NEED HELP IN COMPLETING THE COMMON APPLICATION FORM OR SUPPLEMENTARY INFORMATION FORM.

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Treeton C of E Aided Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by 15 January 2018 along with the Supplementary Information Form (if applicable)

Criteria for Admission

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

Oversubscription Criteria

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

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.

2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Treeton and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
5. Children who reside in the parish of Treeton and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
6. Children of parents /carers who reside in the parish of Treeton and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
7. Children who reside in the parish of Treeton and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who are resident in the parish of Treeton
9. Children of parents/carers (see definition 2) who reside outside the parish of Treeton and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
10. Children who reside outside the Parish of Treeton and regularly attend any of the services within any of the churches of the benefice of the Rivers Team
11. Children of parents/carers (see definition 2) who reside outside the parish of Treeton and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
12. Children who reside outside the parish of Treeton and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
13. All other children

Distance Tie Break Clause

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

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

Should the admissions limit be reached with siblings, at the same address, from multiple births then all multiple birth siblings will be admitted.

In Year Transfers

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

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.

Definitions

Definition 1 Brother/Sister

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

Definition 2 Parent/Carer

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

Definition 3 Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

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

Regular attendance at any of the services within any of the churches of the benefice of the Rivers Team (including Messy Church) is regarded as regular church attendance. The benefice of the Rivers Team includes Treeton, Brinsworth, Catcliffe, Tinsley and Waverley.

Definition 4 Churches Together in England

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

Definition 5 Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside the normal admissions round

These applications will be considered in accordance with the Local Authority Scheme

Appeals against the Governing Body's decision to refuse admission:

Please refer to Section 10 - Information on Appeals on page 119.

TRINITY CROFT CHURCH OF ENGLAND (AIDED) PRIMARY ACADEMY

Admissions Policy 2018/19

Introduction

Trinity Croft Church of England Primary Academy is a Church of England Academy in the Diocese of Sheffield and part of the Diocese of Sheffield Academy Trust.

The Academy provides a distinctively Christian education for children aged 3+ to 11+ year.

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

The Academy’s Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the academy trust deed, by advice from the Diocesan Board of Education and its duty to the community and Common Good.

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2018/19 is 25

As requested by law the Governing Body will not admit more than 30 pupils to any one reception or infant class, except for multiple births where one of the children is the 30th child e.g. twins.

Date of admission to the school in each academic year is the 1st September

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the Admissions Authority for this Academy, will admit children into school at one point during the school year as follows:

Children will be admitted during the Autumn term following their 3rd birthday for part-time Foundation Stage 1.

Children will be admitted during the Autumn term following their 4th birthday for Foundation Stage 2. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

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

Making an Application

1. Applications are made on the Academy’s Application Form for Foundation Stage 1, and returned direct to the Academy
2. Applications are made on the Common Application Form for Foundation Stage 2, and returned direct to the Local Authority
3. To support your application to Trinity Croft CE Primary Academy, please complete the Supplementary Information Form. The Supplementary Information Form is NOT an application for admission to the Academy, and its return does not guarantee a place at the Academy, however it does affect the admission category your application will be placed in.
4. The Common Application Form should be submitted by 15th January 2018 along with the Supplementary Information Form. 2. The Supplementary Information Form is available on the Local Authority website or by telephoning the Admissions Team.
5. Ministers reference to support regular church attendance. (See Definition 3)
6. A copy of your child’s baptism certificate if the applicant is a baptised Christian.

Completion of the Supplementary Information Form will enable your application form to be placed in the correct category.

Parental Preference

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

Please note however, along with the Local Authority, we will be operating an 'equal preference' system. This means that all applications for a place at Trinity Croft Primary Academy will be assessed according to the admission criteria and no priority will be given according to the ranking.

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

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place, the Authority will be working with the Governing Bodies of Voluntary Aided primary schools within the Rotherham area, including our school Trinity Croft Church of England Primary Academy.

Criteria for Admission

Please note that children who have a statement of special educational need or an education, health and care plan that names the Academy as the most appropriate educational setting will gain a place at the Academy through the statementing process. Evidence of the child's statement/E.H.C. Plan must be provided.

Children of UK service personnel will be dealt with on an individual basis according to the Admission Code.

Please note if you state that your child has been baptised then a certificate will need to be enclosed with the application.

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

Please see Definitions below, Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After
2. Children who will have an elder brother or sister in the school at the anticipated time of admission
3. Children whose parents/carers reside in the ecclesiastical parish of Dalton and East Herringthorpe and regularly attend the parish church of Holy Trinity, Dalton.
4. Children who reside in the ecclesiastical parish of Dalton and East Herringthorpe and regularly attend the parish church of Holy Trinity, Dalton.
5. Children whose parents/carers regularly attend the parish church of Holy Trinity, Dalton.
6. Children who regularly attend the parish church of Holy Trinity, Dalton.
7. Children of staff at the Academy. Where a member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, or when a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This may include the option of extended day places if applicable.

8. Children whose parents/carers reside in the ecclesiastical parish of Dalton and East Herringthorpe and regularly attend another Church of England Church.
9. Children who reside in the ecclesiastical parish of Dalton and East Herringthorpe and regularly attend another Church of England Church.
10. Children whose parents/carers reside in the ecclesiastical parish of Dalton and East Herringthorpe who regularly attend another Christian denomination participating in "Churches Together in England".
11. Children whose parents/carers reside in an ecclesiastical parish whose boundaries adjoin the parish of Dalton and East Herringthorpe who regularly attend a Church of England Church.
12. Children who reside in an ecclesiastical parish whose boundaries adjoin the parish of Dalton and East Herringthorpe and regularly attend a Church of England Church.
13. Children whose parents/carers reside in an ecclesiastical parish whose boundaries adjoin the parish of Dalton and East Herringthorpe and regularly attend another Christian denomination participating in "Churches Together in England".
14. Children who reside in an ecclesiastical parish whose boundaries adjoin the parish of Dalton and East Herringthorpe and regularly attend another Christian denomination participating in "Churches Together in England".
15. Children who are resident in the ecclesiastical parish of Dalton and East Herringthorpe who have been baptised into the Christian faith (please provide certificate of baptism).
16. Children who are resident in the ecclesiastical parish of Dalton and East Herringthorpe who have not been baptised into the Christian faith.
17. Children who have been baptised in to the Christian faith.
18. All other children.

Tie Break Clause

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

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

In Year Transfers

Rotherham Authority will co-ordinate with the Academy's Admission Committee to determine in year transfers for Trinity Croft C. of E. Primary Academy in 2018/19.

Place of Residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Definitions

The school number has been calculated according to the net capacity of the Academy, which the law defines and has been agreed with Rotherham Authority.

Definition 1 - Brother/Sister

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

Definition 2 - Parent/Carer

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

Definition 3 - Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

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

Definition 4 – Churches Together in England

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

Definition 5 – Looked After Children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Waiting Lists

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications Outside of the Normal Admissions Round

1. Foundation Stage 2

Where applications are received for admission to the Academy following the offer day, these will be dealt with as follows:

- a) Single admission to Foundation Stage 2 where the year group is below the admission number the child will be offered a place.
- b) Single admission to Foundation Stage 2 where the year group is above the admission number:

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

2. Years 1 and 2 admission number = 25

Single admission to years 1 and 2 where the year group is above the admission number.

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused the offer of a place.

The prejudice referred to under (i) and (ii) may arise by reason of measures required to be taken in order to ensure compliance with the duty imposed on the Governing Body to comply with the limit on infant class sizes of 30 (except multiple births where one of the children is the 30th child admitted e.g. twins).

3 Years 3 to 6 admission number = 25

Single admission to years 3 to 6 where the year group is above the admission number.

- i) Where the Governing Body determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be offered a place.
- ii) Where the Governing Body determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission, the child will be refused an offer of a place.

Appeals Against the Governing Body's Decision to Refuse Admission

Please refer to Section 10 - Information on Appeals on page 119.

WATH CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Admissions Policy 2018/19

Introduction

Wath C of E Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Rotherham Local Authority. The school provides a distinctively Christian education for children aged 3 to 11 years.

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

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

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2018/2019 is 45 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age.

PLEASE CONTACT THE SCHOOL IF YOU NEED HELP IN COMPLETING THE COMMON APPLICATION FORM OR SUPPLEMENTARY INFORMATION FORM.

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Wath C of E Aided Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The Common Application Form should be submitted by 15th January 2018 along with the Supplementary Information Form (if applicable)
4. The Supplementary Information Form is available on the Local Authority website or by telephoning the Admissions Team.

Criteria for Admission

- Children who have a statement of special educational need or an education, health and care plan and the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria

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

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

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

Distance Tie Break

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

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

In Year Transfers

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

A waiting list will be held by the LA until 31 December 2018 and then a new school waiting list will commence in school for the remainder of the academic year. The waiting list will recommence afresh in the following academic year and continue to refresh each academic year.. It will record family details if they have requested to be placed onto the waiting list in the order the request has been made. The F2 list will commence in the January and the other year groups in September.

Definitions

Definition 1 – Brother/Sister

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

Definition 2 – Parent/Carer

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

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

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

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

Definition 4 – Churches Together in England

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

Definition 5 – Looked after children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Definition 6 – Children of Staff at School

Children of staff

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

WICKERSLEY ST ALBAN CHURCH OF ENGLAND (AIDED) PRIMARY

Admissions Policy 2018/19

Introduction

Wickersley St Alban C of E (A) Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Rotherham Local Authority.

The school provides a distinctively Christian education for children aged 3 to 11 years.

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

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

The admission number for 2018/19 is 30 and children will be admitted during the Autumn term prior to their 5th birthday.

PLEASE CONTACT THE SCHOOL IF YOU NEED HELP IN COMPLETING THE COMMON APPLICATION FORM OR SUPPLEMENTARY INFORMATION FORM.

Making an Application

1. Applications are made on the Common Application Form
2. To support your application to Wickersley St Alban C of E (A) Primary School, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by school when applying the admissions criteria.
3. The Common Application Form should be submitted by 15th January 2018 along with the Supplementary Information Form (if applicable).
4. The Supplementary Information Form is available on the Local Authority website or by telephoning the Admissions Team.

Criteria for Admission

- Children who have a statement of special educational need or an education, health and care plan and the school is named as the most appropriate education setting for the child will be admitted.

Oversubscription Criteria

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

1. Children in care / Looked after children and children who were previously in Care/ Looked after. (see definition 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. (see definition 2)
3. Children who have an elder brother/sister (see definition 3) attending the school at the time of anticipated admission.

4. Children whose parents/carers (see definition 4) reside in the ecclesiastical parish of Wickersley and regularly (see definition 5) attend the parish church of St Alban's.
5. Children whose parents/carers (see definition 4) reside outside the ecclesiastical parish of Wickersley but regularly (see definition 5) attend the parish church of St Alban's.
6. Children whose parents/carers reside in the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 6).
7. Children of staff of the school (see definition 7)
8. Children whose parents/carers reside outside the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children whose parents/carers are resident in the ecclesiastical parish of Wickersley.
10. All other children.

Distance Tie Break

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

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

Definitions

Definition 1 – Looked After Children

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Definition 2 – Children with Special Medical or Social Circumstances

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

Definition 3 – Brother/Sister

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

Definition 4 – Parent/Carer

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

Definition 5 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month at Sunday morning worship over the last 12 months in the qualifying year.

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

Definition 6 – Churches Together in England

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

Definition 7 – Children of staff at school

Children of staff

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, DINNINGTON

Admissions Policy 2018/19

Introduction

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

The school provides distinctive Christ-centred, Catholic education for children aged 3+ to 11+ years, with priority being given to children who live and worship within the parish of St Joseph's, Dinnington.

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

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

The admission number for 2018/19 is 28.

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

Parental Preference

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

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

Date of Admission to the School for 2018-2019

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body being the admissions authority for this school, will admit children into school at the beginning of the September term each year; ie children whose fifth birthday falls between 1st September and 31st August – admission at the beginning of the Autumn Term in September.

Criteria for Admission

Please note that children who have a Statement of Special Educational Needs or Education, Health and Care Plan which names St Joseph's School are required to be admitted.

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

(Should the published admission limit be reached mid category, the Governing Body, as the admissions authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route as measured by the LA).

Category One

Catholic children (see footnote 2) who:-

- a) are in Public Care (Looked After Children) and previously Looked After Children
- b) are siblings (footnote 3) of Catholic children currently attending St Joseph's Catholic School at the time of application
- c) live and worship within the parish of St Joseph's, Dinnington
- d) live or worship within neighbouring Catholic Parishes

Category Two

Children in Public Care (Looked After Children) and previously Looked After Children who are not baptised Catholics

Category Three

Children who have siblings (footnote 3) attending St Joseph's Catholic Primary School at the time of application.

Category Four

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

Category Five

Children who are worshipping members of other Christian Churches as recognised by Churches Together in England (footnote 4) whose parents have sought the written support of their minister and live within the parish of St Joseph's, Dinnington.

Category Six

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

Category Seven

Children who have specific educational, medical or emotional needs relevant to the school provided that appropriate written evidence from a suitably qualified professional eg: doctor, social worker is submitted with the application indicating why St Joseph's School is the most appropriate setting.

Category Eight

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

Category Nine

All other children

Footnotes:

Footnote 1.

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

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

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

Definition of Sibling; for the sibling criteria to be applicable, one of the following conditions must exist:

- a) a brother and / or sister is permanently resident at the same address
- b) a stepbrother and / or stepsister is permanently resident at the same address (to include half brothers/sisters)

Footnote 4

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is a Roman Catholic/baptised Christian, unless the child was baptised at St Joseph's Dinnington, because the school can access the Church's baptismal records to check the date of baptism.
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. This Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, RAWMARSH

Admissions Policy 2018/19

Introduction

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

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

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

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

The admission number for 2018/ 2019 is 30

Co-ordinated Scheme for Admission Arrangements

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

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

Parental Preference

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

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

Date of Admission to the School for 2018/2019

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2018/2019 parents will be given an option for their child to enter the primary reception class full or part time from the September after their fourth birthday, choosing for them to start in September or to remain in nursery until January or Easter. The school will consult with any parent who wishes to discuss their choice for their child in the event that they may wish to defer until later in the year or until the end of the term in which the child reaches compulsory school age. If no alternative is requested the Governing Body being the admissions authority for this school, will admit children into school at the following times

- children whose fifth birthday falls between 1st September and 31st December – admission at the beginning of the Autumn Term in September.

Criteria for Admission:

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

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

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

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

Category One

Catholic children (see footnote 2) who:-

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

Category Two

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

Category Three

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

Category Four

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

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 5) who have sought the written support of their minister and live within the parish of St Joseph's
- b) Other Christian Churches, who are full members of Churches Together in England (footnote 6) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Joseph's

Category Six

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

Category Seven

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

Category Eight

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

Category Nine

Other children

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

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

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

Definition of 'Looked after children'

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 4

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

Footnote 5

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

Footnote 6

Churches Together in England

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

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

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Closing date for receiving applications: 15th January 2018

Offer day: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

ST BEDE'S CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY

Admissions Policy 2018/19

Please note: In Catholic Voluntary Aided schools the admissions authority is the governing body. In Catholic Voluntary Academies the admissions authority is the academy trust company. The term 'governing body' is used throughout the document to refer to the admission authority under the appropriate constitutional arrangements. The term 'school' is used throughout the document to mean all Catholic schools including maintained schools and academies.

Introduction

St Bede's Catholic Primary School is a Church aided school in the Diocese of Hallam.

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

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

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

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

Admission Number

The admission number for 2018/19 is 45 (footnote 1).

The Governing Body will, where possible, admit twins and all siblings from multiple births where one of the children is the 45th child admitted.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Rotherham area, including St Bede's Catholic Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with a statement of Special Educational Needs/ Education, Health and Care Plan

The admission of pupils with a statement of special educational needs or an EHCP is dealt with by a completely separate procedure. Children with a statement of special educational needs or an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children (footnote 3).

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

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form.

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

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

Date Of Admission to the School for 2018/2019

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

Admission of children outside their Normal Age Group.

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Head Teacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the Head Teacher, including the Head Teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Criteria for Admission

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

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

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

Category One

Catholic children (see footnote 2) who:-

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

Category Two

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

Category Three

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

Category Four

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

Category Five

Children who are members of:

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

Category Six

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

Category Seven

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

Category Eight

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

Category Nine

Other children

In the event that the number of children identified by any one of the above criteria is greater than the number of available places, the governors will give priority to children attending the school's Foundation Unit in the term prior to admission to the school.

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman

Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools Department (0114 2566440)

Footnote 3

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

Footnote 4

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 5

Definition of Sibling

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

Footnote 6

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

Footnote 7

Churches Together in England

For the most up to date list please see www.churches-together.org.uk or contact the school.

Confirmation of full membership of Churches Together in England should be obtained via the Minister / Religious Leader's Reference on the additional information form.

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and /or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

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

Applications outside the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Closing date for receiving applications: 15th January 2018

Offer day: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

ST. GERARD'S CATHOLIC PRIMARY SCHOOL

Admissions Policy 2018/19

Please note: In Catholic Voluntary Aided schools the admissions authority is the governing body. In Catholic Voluntary Academies the admissions authority is the academy trust company. The term 'governing body' is used throughout the document to refer to the admission authority under the appropriate constitutional arrangements. The term 'school' is used throughout the document to mean all Catholic schools including maintained schools and academies.

Introduction

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

The School provides distinctive, Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish/parishes of St. Gerard's and Blessed Trinity, Wickersley.

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

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

The admission number for 2018/19 is 23.

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

Co-ordinated Scheme for Admission Arrangements

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

Pupils with a statement of Special Educational Needs/ Education, Health and Care Plan

The admission of pupils with a statement of special educational needs or an EHCP is dealt with by a completely separate procedure. Children with a statement of special educational needs or an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children (footnote 3).

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

Parental Preference

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

Date of Admission to the School for 2018/2019

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

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

Admission of children outside their Normal Age Group.

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the head teacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Criteria for Admission

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

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

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

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St. Gerard's Catholic Primary school at the time of admission
- c) live within the parishes of St. Gerard's or Blessed Trinity, Wickersley as defined by the map available in St. Gerard's Catholic Church and in St. Gerard's Catholic Primary School

Category Two

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

Category Three

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

Category Four

Children who have siblings (footnote 5) attending St. Gerard's Catholic Primary School at the time of admission.

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 5) who have sought the written support of their minister and live within the parishes of St. Gerard's or Blessed Trinity, Wickersley.
- b) Other Christian denominations as detailed in (footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parishes of St. Gerard's or Blessed Trinity, Wickersley

Category Six

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

Category Seven

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

Category Eight

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

Category Nine

Other children

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

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

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

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

Footnote 4

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 5

Definition of Sibling

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

Footnote 6

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

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all Revised Model policy for 2018/19 6 other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and /or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

False Information

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

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Closing date for receiving applications: 15th January 2018

Offer day: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Catholic.
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

**ST MARY'S CATHOLIC PRIMARY SCHOOL HERRINGTHORPE,
A CATHOLIC VOLUNTARY ACADEMY
Admissions Policy 2018/19**

Mission Statement

Our Mission Statement In our Catholic School we provide a:

Safe, loving and enriching environment

Trust, and patience

Motivation to reach individual's full potential

Acceptance and celebration of uniqueness

Respect for all

Young people nurtured in the Spirit of God.

School full of awe and wonder

St. Mary's School is a Rights Respecting School and as such the needs and well-being of our children are at the heart of all policies in accordance with the United Nations Convention on the Rights of the Child

Article 28 - You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

Introduction

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

The school provides distinctive Christ centred, Catholic education for children aged 4 to 11 years with priority being given to Catholic children who live and worship within the parishes of The Immaculate Conception or Blessed Trinity, Wickersley.

It is a Voluntary Aided Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirement of the Trust Deed and the school's Instrument of Government; by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good. Please note that admission to St Mary's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 30.

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

Co-ordinated Scheme for Admission Arrangements

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

Pupils with a statement of Special Educational Needs

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

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

Parental Preference

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

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

Date of Admission to the School for 2018/2019

The beginning of the Autumn Term is September 2018.

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

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Head Teacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child, including taking into account the views of the Head Teacher, including the Head Teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and the appropriate medical and education professionals

Criteria for Admission

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

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

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

Category One

Catholic children (See footnote 2) who:

- a) are Looked After Children or previously Looked After Children (See footnote 4)
- b) are siblings (See footnote 5) of Catholic children attending St Mary's Catholic Primary school at the time of their admission
- c) live within the parish of The Immaculate Conception St Mary's or Blessed Trinity Wickersley, as defined by the map available in The Immaculate Conception Catholic Church and St.Mary's Catholic School

Category Two

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

Category Three

Children who have siblings (See footnote 5) attending St Mary's Catholic Primary School at the time of their admission.

Category Four

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

Category Five

Children who are members of:

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

Category Six

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

Category Seven

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

Category Eight

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

Category Nine

Other applicants.

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

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

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools Department (0114 2566440)

Footnote 3

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

Footnote 4

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 5

Definition of Sibling

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

Footnote 6

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

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all Revised Model policy for 2018/19 6 other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where the admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admissions number.

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Closing date for receiving applications: 15th January 2018

Offer day: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

OUR LADY AND ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Admissions Policy 2018/19

Please note: In Catholic Voluntary Aided schools the admissions authority is the governing body. In Catholic Voluntary Academies the admissions authority is the academy trust company. The term 'governing body' is used throughout the document to refer to the admission authority under the appropriate constitutional arrangements. The term 'school' is used throughout the document to mean all Catholic schools including maintained schools and academies.

Introduction

Our Lady and St. Joseph's Catholic Primary School is a Catholic school in the Diocese of Hallam.

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

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

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

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

The admission number for 2018/2019 is 30.

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

Co-ordinated Scheme for Admission Arrangements

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

Pupils with a statement of Special Educational Needs

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

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

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form.

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

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

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

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

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Head Teacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child, including taking into account the views of the Head Teacher, including the Head Teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and the appropriate medical and education professionals

Criteria for Admission:

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

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

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

Category One

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending Our Lady and St. Joseph's Catholic school at the time of admission
- c) live within the parish of St. Joseph's Wath, Rotherham

Category Two

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

Category Three

Children who have siblings (footnote 5) attending Our Lady and St. Joseph's Catholic Primary School at the time of admission.

Category Four

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

Category Five

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the parish of St Joseph's, Wath, Rotherham

- b) Other Christian Churches, who are full members of Churches Together in England (footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Joseph's Wath, Rotherham

Category Six

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

Category Seven

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

Category Eight

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

Category Nine

Other children

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

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

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

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

Footnote 4

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 5

Definition of Sibling

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

Footnote 6

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

Footnote 7

Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all Revised Model policy for 2018/19 6 other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where the admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admissions number.

False Information

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

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Closing date for receiving applications: 15th January 2018

Offer day: 16th April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

ST MARY'S CATHOLIC PRIMARY SCHOOL, MALTBY

Admissions Policy 2018/19

MISSION STATEMENT

St Mary's Catholic Primary School, (Maltby), A Catholic Voluntary Academy offers a distinctive Catholic education where everyone is challenged to strive for excellence.

Each individual within our school community is known and loved. We believe that each person is unique, gifted, valued and loved by God.

We endeavour to build an educational community where Christ is our inspiration and teacher.

"My Commandment is this – love one another just as I love you."

Introduction

St Mary's Catholic Primary School (Maltby), A Catholic Voluntary Academy in the Diocese of Hallam. This means that the members of Parish and the Diocese of Hallam have contributed towards the cost of building the school and continue to care for its buildings and its people.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+.

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

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

The admission number for 2018/2019 is 30

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Rotherham area, including St Mary's Catholic Primary School (Maltby), A Catholic Voluntary Academy. Details of the co-ordinated scheme can be obtained from the Authority.

Pupils with a statement of Special Educational Needs/ Education, Health and Care Plan

The admission of pupils with a statement of special educational needs or an EHCP is dealt with by a completely separate procedure. Children with a statement of special educational needs or an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children (footnote 3).

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

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form.

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

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

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

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2018/19 the Governing Body being the admissions authority for this school, will admit children into school as follows:-

Children whose fifth birthday falls between 1st September 2013 and 31st August 2014 will be admitted at the beginning of the Autumn Term in September 2018.

Admission of children outside their Normal Age Group

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the Head Teacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child, including taking into account the views of the Head Teacher, including the Head Teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and the appropriate medical and education professionals.

Criteria for Admission

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

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

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

Category One

Catholic children (see footnote 2) who:

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St Mary's Catholic Primary School (Maltby), A Catholic Voluntary Academy at the time of admission
- c) live and worship within the parishes of St Mary Magdalene (Maltby) and Blessed Trinity (Wickersley) as defined by the map in St Mary Magdalene's Church, Maltby, Blessed Trinity Church Wickersley and in St Mary's Catholic Primary School (Maltby), A Catholic Voluntary Academy.

Category Two

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

Category Three

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

Category Four

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

Category Five

Children who are members of:

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

Category Six

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

Category Seven

Children with a specific educational, medical or emotional need relevant to the school, provided that appropriate written evidence from a suitably qualified professional e.g. Doctor, Social Worker is submitted with the application indicating why St Mary's Catholic Primary School (Maltby), A Catholic Voluntary Academy school is the most appropriate setting.

Category Eight

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

Category Nine

Other children

Footnotes:

Footnote 1

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

Footnote 2

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

Definition of a Catechumen

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

Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation

in Sunday worship and a recognised programme of preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

Footnote 3

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

Footnote 4

Children who are in Public Care (Looked After Children) or previously in Public Care – (see note (a) on page 38).

Footnote 5

Definition of Sibling

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

Footnote 6

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

Footnote 7

Churches Together in England

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

Place of residence

Please see note (b) Definition of Live/living on pages 38 and 39.

Late Applications

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

Waiting List

The waiting list will be operated in accordance with the Rotherham Authority Scheme.

False Information

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

Applications outside of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

Please refer to Section 10 - Information on Appeals on page 119.

Timetable

Final closing date – 15 January 2018

Offer date -16 April 2018

Documentation Required

1. The school requires additional information not contained on the common application form. You are strongly recommended to supply this information with the Common Application Form as this is needed to place your application in the correct priority of admission category.
2. The Additional Information form should be completed and returned to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham S60 1AE by the closing date of 15 January 2018. The Additional Information Form is available on the Local Authority website or by telephoning the Admissions Team.
3. A copy of the child's baptism certificate if the applicant is Roman Catholic/baptised Christian
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.
5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

SECTION 6 - MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you apply online or complete the Common Application Form you are strongly advised to read all of this booklet and to have taken particular note of:

Section 3 How the Arrangements Work

This explains how, from the three preferences you express for a school, the Authority determines which school to offer you for your child.

Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?

This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place for your child you **MUST** apply on-line at **www.rotherham.gov.uk/schools** or request and complete a paper Common Application Form.

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on-line or on the Rotherham Common Application Form. However you are advised to contact the relevant local authority for a copy of their Admission to Primary School Booklet, as their Admission Criteria may differ from Rotherham's.

The addresses of neighbouring education authorities and their telephone numbers are provided in Section 11.

Key points on applying online or completing the Common Application Form

The form should be used for applying for a school place at:

- A Community School in Rotherham.
- A Catholic Primary School in Rotherham.
- A Church of England Primary School in Rotherham.
- An Academy in Rotherham
- A Trust School in Rotherham.
- A school in any other Local Authority.
- **Do not** name the same school twice – doing so will not increase your chance of obtaining a place for your child at that school and you may miss out on the opportunity of a place at a school which you could have requested as a 2nd or 3rd preference.
- **Do** put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
- Complete all sections.

ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit their parental preference(s) for a school(s) via the Authority's website: www.rotherham.gov.uk/schools

Advantages of applying online-

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 16th April 2018. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Application Form
- Press the submit button
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Additional Information Form which can be downloaded from our website. This should be returned to the Admissions Team, along with any additional information required by your preferred school(s) in support of your application. Please attach a covering letter stating your child's name and date of birth or email your information to admissions.enquiries@rotherham.gov.uk. Failure to return this information may affect the admission category your child is placed in.
- If you need to send any additional documentation for a Community or Controlled school or academy (eg; proof of address or medical information) in support of your application you can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to return this information may affect the admission category your child is placed in.
- You must complete and submit your online application by **15th January 2018**.

COMMON APPLICATION FORM

If you are unable to apply on line or would simply prefer to complete a common application form please contact the Admission Team on (01709) 823777 and one will be sent out to you.

What to do next if you are applying using the Common Application Form

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Common Application Form
- Return your completed form to the Admissions Team
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Additional Information Form which can be downloaded from our website or telephone 01709 823777 to request a copy. This should be securely attached to your Common Application Form and returned to the Admissions Team, along with any additional information required by your preferred school(s) in support of your application. Failure to return this information may affect the admission category your child is placed in.

- Attach any additional documentation for a Community or Controlled school or academy (eg; proof of address or medical information) which you wish to be considered in support of your application. Failure to return this information may affect the admission category your child is placed in.
- You must return your Common Application Form by **15th January 2018**

What to do if you change your mind about the preference(s) you have made

What to do depends on **when** you change your mind.

If you change your mind **BEFORE** the 15th January 2018

- 1) If you have completed an online application you can make changes up to 15th January 2018 (please remember to re-submit your application after making any changes). You should receive an automated email confirming your new preferences upon submission
- 2) Alternatively request and complete a new Common Application Form Return it to the Admissions Team, Children And Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE by 15th January 2018
- 3) Or email [**admissions.enquiries@rotherham.gov.uk**](mailto:admissions.enquiries@rotherham.gov.uk) with your new preference(s)
- 4) If you are completing or emailing a change of preference please name your original preferences along with your new ones.

Please note - By submitting a second Common Application Form, emailing or resubmitting an online application a parent is notifying the Authority to disregard the original online/Common Application Form. The Admissions Officer will then withdraw your original application and **only** your new preferences will be considered.

Parents need to be aware that the Authority will only process one Common Application Form per child at any given time.

Places will be allocated based on your residential address on 15th January 2018. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility /council tax bill). If you are asked to provide proof of residence and this is not received, your original address will be used for allocation purposes.

If you change your mind **AFTER** 15th January 2018

If you change your preference after 15th January 2018 this will be dealt with as a late application **after** 16th April 2018. Your original application will still be considered and a letter will be issued, based on this application, on 16th April 2018. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preference(s) you have made, the procedure is given below. However you are strongly advised to contact the Admissions Team before doing so.

- 1) Contact the Admissions Team on (01709) 823777 and let them know you wish to change your preference(s) on the Common Application Form.
- 2) The Admissions Team will issue you with another Common Application Form to you to complete.
- 3) Alternatively you can email your new preferences to [**admissions.enquiries@rotherham.gov.uk**](mailto:admissions.enquiries@rotherham.gov.uk)
- 4) Return it to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham, S60 1AE

Please note – You should be aware that, if it is possible to offer a place at your new (late) preference, the offer of a school place made to you on 16th April 2018 will be withdrawn and may be re-allocated to another child.

If you change your mind **AFTER THE OFFER DAY** of 16th April 2018

Contact the Admissions Team on (01709) 823777 to discuss your change of preference as this will affect the offer of a school place already made for your child.

Parents Resident Outside Rotherham but Wishing to Apply for a Rotherham School

Any application for a place in a school outside your own authority should be made to the local authority in which your child resides. You must take the following action:

- Contact your Local Authority for a copy of their admission to primary school booklet. This will give details of how to make an application for a school place. The addresses of neighbouring local authorities and their telephone numbers are provided in Section 11
- Complete the Common Application Form provided by your local authority, or alternatively apply online via your home authority's website, naming your preferred Rotherham school(s) as one or more of your three preferences
- Follow the procedures for returning the Common Application Form to **your** local authority
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).

Do not send this form to Rotherham.

Around **16th April 2018** your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

FRAUDULENT APPLICATIONS

The Admissions Team will investigate all instances where a parent is thought to have used a false address or other misleading information in order to gain a place at a school for their child.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent, which effectively denied a place to a child with a stronger claim. In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

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

REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that repeat applications made for entry to the same year group at the same school **will not** be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

DATA PROTECTION

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared where necessary with other agencies that are involved in the health and welfare of school children. If you have named a school in another authority, a copy of the form will be forwarded to that particular authority. If you have any questions please contact the admission team on (01709) 823777.

Please note that completion and return or submission of a Common Application Form does not guarantee a place at any of your preferred schools.

SECTION 7 - HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your Common Application Form after it is received by the Admissions Team. All Admission Authorities will be operating an “equal preference” system in relation to all preferences. For further details see **Section 3** or, if you require further advice please contact the Admissions Team.

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

It will be for the relevant Admission Authority to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

a) Procedure for Common Application Forms where only preferences for Rotherham Schools have been expressed

The Admissions Team will count the number of applications for each school received by the closing date.

- If the number of applications is below the admission number for community and controlled primary schools, academies and trust schools in Rotherham, the child is automatically eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria in Section 5.
- Copies of all the Common Application Forms, including a preference(s) and Additional Information Form for Catholic and Church of England Primary Schools or academies will have been forwarded to the Governing Body of each school as the Governing Body is the admission authority for their school.

The Governing Body will put the applications in order of priority. To do this they will use their admission criteria and the Additional/Supplementary Information Form attached to the Common Application Form. They will send the Admissions Team a list of all the names of children with applications for the school. This list will have the names in priority order of eligibility for admission.

b) Schools in Rotherham and/or other local authorities

- If you have named a Rotherham School on your form please read the procedure above.
- If you have named a primary school in another authority, your application will be sent to the relevant Admission Authority.
- The Admissions Officers in other authorities, will inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).

STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest named school on your application at which your child has a potential offer.

Please refer to the table in **Section 3** illustrating the 8 possible outcomes for your three preferences.

On the 16th April 2018 the Admissions Team in Rotherham will either email or send a letter to all parents of children resident in Rotherham making the single offer of a place.

What to do when you receive your offer letter

- If you are happy with the offer of a school place in Rotherham you do not have to do anything. Staff at the school will contact you in due course. However if the school offered is in a neighbouring Authority, your letter may request that you confirm in writing whether or not you wish to accept the offer of a place.
- If you do not accept the offer of a school place you must write and tell the appropriate Admissions Authority as soon as possible as there may be a waiting list for the school.
- If you do not accept the offer of a place and wish to appeal for a place(s) at another school(s) please refer to **Section 10**.

What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?

Children living in Rotherham

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community or voluntary controlled school in Rotherham with places available.

Brampton Ellis CE Primary School or one of Rotherham's Academies or Trust Schools may also be offered under this process if places are still available.

For an explanation of how the nearest school is decided, please refer to **Section 5**. You do of course have the right to an independent appeal for all of the schools at which your child has been refused a place.

Children living in another Authority

Please contact the Admissions Team in your home Authority for advice.

LATE APPLICATIONS

Rotherham Schools

- Applications received by the Authority up to and including 15th January 2018 will be included in the allocation of places made on 16th April 2018.
- You will not be offered a school place for your child on 16th April 2018 if the Admissions Team has not received an application form from you by 15th January 2018.
- If you have made a late application after 15th January 2018 and up to and including 16th April 2018 you will be notified whether your child is eligible for a place at one of your preferred schools in writing after 17th May 2018.
- If you submit a late application after 16th April you will be notified as soon as possible whether your child is eligible for a place at one of your preferred schools.
- In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School or one of Rotherham's Academies or Trust Schools may also be offered under this process if places are still available.

- If a Common Application Form is not received from you by 5th June 2018 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School or one of Rotherham's Academies or Trust Schools may also be offered under this process if places are still available.

Schools not in Rotherham

Common Application Forms which are received after **15th January 2018** and name a school in a different Authority will be forwarded to the relevant Authority. You are advised to have contacted that Admission Authority for details of how it deals with these applications received after this date.

You should read the information in the relevant Authority's Admission Booklet regarding late applications or alternatively, contact Admissions Officers at that Authority if you require further advice.

WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community school in Rotherham with places available. Brampton Ellis CE Primary School or one of Rotherham's Academies or Trust Schools may also be offered under this process if places are still available

For an explanation of waiting lists see **Section 8**.

- For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 10**.

SECTION 8 - WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

Rotherham Schools

On the Offer Day of **16th April 2018**, the Admissions Team will establish a waiting list for primary schools in Rotherham, where the number of applications for those schools has exceeded the available places in Reception/Foundation Stage 2.

Your child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A.

Table A

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by 15th January 2018 . (All applications received after this date will be deemed as late applications.)	16th April 2018 - decision letters/emails sent to parents advising them of the outcome of their application.	16th April 2018 - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from 16th January 2018 to 16th April 2018 inclusive.	16th May 2018 - decision letters sent to parents advising them of the outcome of their application.	16th May 2018 - waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 17th April 2018 to 16th May 2018 inclusive.	From 17th May 2018 - letters will be posted to parents advising them of the outcome of their application.	As of 17th May 2018 - waiting lists will be updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 17th May 2018 to 31st December 2018 inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after 17th May 2018 , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a lower preference on their common application form than the school for which they have received a single offer of a place.

Upon receipt of your allocation letter/email if you wish for your child's name to be placed on the waiting list for a school named as a lower preference on your original application form than the school at which an offer has been made, you should submit this request in writing either by letter, by completion of a new common application form, or by email to admissions.enquiries@rotherham.gov.uk. This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your preferred school in accordance with Table A above.

Table B

Preferred schools in rank order of the Common Application Form			
1 st	School A	W	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 nd	School B	P	Preference can be met and offer is made
3 rd	School C		Child is not eligible for admission and the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

Table C

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	W	W	P	P	P	W	W
2 nd	School B	P	P	W	P			P	W
3 rd	School C	P	P	P		P			W

Key

P Place available – your child is eligible for admission which creates a potential offer

W School oversubscribed – your child is not eligible for admission as determined by the admission criteria, however their name will automatically be put on the waiting list.

School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been given a place at a higher preference of school

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives **written** confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement “as the crow flies”).

If your child is offered a place at a school from the waiting list and the school is named as a higher preference than the school where they were previously offered, the place at the school originally offered will be withdrawn. If you wish to keep the place at the school first offered you should contact an Admissions Officer immediately on receipt of the letter.

If you change your address, please write to the LA providing some proof i.e. a council tax or utility bill. Your child's place on the waiting list will then be reviewed.

The waiting list will be established on the offer day and will be maintained up to and including **31st December 2018**.

Important points about waiting lists

- A vacancy arises in Reception/Foundation Stage 2, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting list positions are subject to change. Once established waiting list positions may change regularly, even daily, as new applications are processed or where circumstances change (e.g. a child on the list moves address).
- Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.

Schools outside Rotherham

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Primary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Officer in the Authority for further information and advice. Contact telephone numbers for neighbouring Authorities are given in Section 11.

SECTION 9 - TRANSFERS DURING THE SCHOOL YEAR

The Local Authority will, in so far as is possible, co-ordinate all in-year transfers for all voluntary aided primary schools, academies and trust schools in Rotherham in 2018/19.

In-year applications are considered on a date received basis. Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1st May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be put on hold and considered as having been received on 1st May.

Children resident in Rotherham

Once your child is attending primary school you may decide that you wish him/her to attend an alternative primary school or academy. In such a case you may express a preference(s) for a transfer of schools. You should complete a Common Application Form (Transfers) which is available from the Admissions Team or from our website www.rotherham.gov.uk/schools to request a transfer of school, which should be returned to the Admissions Team.

You will be able to name up to three schools in the area of any Local Authority on this form. Rotherham will forward a copy of the form to other named Admission Authorities for consideration who may respond directly to you.

Children not resident in Rotherham

Parents of children who are not resident in Rotherham but who wish to apply for a Rotherham Primary school should in the first instance contact their local authority for advice on how to submit an application. Your home authority may prefer to you to apply via their Admissions Team who will then liaise with Rotherham, alternatively they may advise you to apply direct to Rotherham. If so please contact Rotherham Admissions Team for a copy of the Common Application Form (Transfers).

Consideration of your preference(s)

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school it does not guarantee a place at that particular school for any other child/children in the family.

In making a decision on a transfer request the Admission Authority will consider the current number on roll, the Admission Number for the year in question and whether agreement to the transfer would be prejudicial to the provision of efficient education or the efficient use of resources at the school.

Movement into a school's catchment area does not guarantee a place at that particular school. A form should be submitted and the relevant, admission authority will consider it by reference to the above.

The Admissions Team will endeavour to process in-year transfer applications as quickly as possible upon receipt, however parents should be aware that schools are permitted up to 15 school days, from the date of receipt of the application from the Admissions team, to consider an application and it is not possible to process any applications during school holidays although you can still submit your application during these times.

Parents seeking a transfer have the right of appeal against the decision of any Admission Authority under the appeals procedure outlined in **Section 10**.

REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that repeat applications made for entry to the same year group at the same school **will not** be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

Children in Public Care and Children Previously in Public Care

Where an application for a place in a Rotherham community or controlled primary school, academy or trust school is made on behalf of a child in Public Care or previously in Public Care, the preference will be processed in accordance with the School Admissions Code.

Admission should take place without delay and at no time shall admission be delayed beyond the statutory twenty day time limit for a child in Public Care or previously in Public Care to be out of school.

The only circumstances in which a child in Public Care or previously in Public Care would not be immediately admitted to the preferred school or catchment area school, is where the individual circumstances of the child are such that full time or mainstream provision is deemed unsuitable by the authority.

Timing of admissions, including transfers

Following an admission meeting and agreed start date, attendance should be recorded from this agreed date and guidance from the LA's Borough-wide School Attendance Team must be followed thereafter.

It should be noted that all admissions, including transfers would normally take place at the beginning of a school term. Until a transfer takes place it is expected that the child will continue to attend his/her current school unless the following exceptions apply and admission should instead be at the earliest opportunity:

- where all parties agree that the transfer should take place earlier;
- children who are ill at the start of a term;
- children who change residence and for whom their current school would not be easily accessible; and
- children who are considered under the "Fair Access Protocol" will be admitted as quickly as possible.

Children who have been Permanently Excluded from a School

Children who are permanently excluded from a school will be admitted to a new school as soon as practicable, since they are prevented from returning to their original school. From day 6 of the Head Teacher's decision to permanently exclude the LA is required to make provision for the child's education to continue.

The LA's Education Other Than at School Team liaises with parent(s)/carer(s) to enable them to express preference(s) for alternative schools (see also Fair Access Protocol). The admission of a permanently excluded child may take place at a school which has already reached its admission limit for that child's particular year group.

Please note that the right of appeal, outlined below, does not apply in instances where a child has been permanently excluded from two schools. This applies to a twice excluded child for a period of two years beginning with the date the last exclusion took place.

Managed Moves

A Managed Move offers a child the opportunity to move to a new school and have a fresh start. The transfer to the new school is carefully planned and the child is supported through the process.

A managed move may be considered when:

The child or young person:

- is at risk of permanent exclusion but might succeed in a new environment

- has social emotional and/or mental health difficulties or needs that have not improved as a result of the supportive strategies put in place by the current school
- finds that attendance at the current school is having a negative impact on his/her welfare.

Head Teachers are responsible for the organisation of the scheme with the support of the Authority, as necessary. In essence, the home school will liaise with another school to agree a trial placement for an agreed period (usually a minimum of 10 school weeks) whereby the child will attend the new school, remaining on the roll of the home school. Following completion of a successful trial, the child will formally transfer and be placed on the roll of the new school. Formal paperwork agreeing the move will need to be completed at this stage.

For further information please refer to the Local Offer: www.rotherhamsendlocaloffer.org/

FAIR ACCESS PROTOCOL

The Department for Education recognises that some parents/carers can find difficulty in obtaining a school place for their child(ren) and that this can lead to an unnecessary delay in the admission to a school.

There is no duty for admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.

DfE School Admissions Code 2014:

3.9: Each Local Authority **must** have a Fair Access Protocol, agreed by the majority of Schools (includes Academies) in its area to ensure that – outside the normal admission round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority **must** ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

DfE School Admissions Code 2014:

3.15: The list of children to be included in a Fair Access Protocol is to be agreed with the majority of Schools in the area but **must**, as a minimum, include the following children of compulsory school age who have difficulty securing a school place:

- a) children from the criminal justice system or Pupil Referral Units / other alternative provision who need to be reintegrated in to mainstream education
- b) children who have been out of education for two months or more including where they have moved to another part of the Borough and attendance at their previous school is seriously impacted or is not reasonable or practical and where statutory admission and appeal processes are exhausted (as agreed in Rotherham's Primary Fair Access Protocol)
- c) children of Gypsies, Travellers, Refugees and Asylum Seekers
- d) children who are homeless
- e) children with unsupportive family backgrounds for whom a place has not been sought including where the Local Authority is of the opinion that a child is not receiving a suitable education where they are being Electively Home Educated and where statutory admission and appeal processes are exhausted (as agreed in Rotherham's Primary Fair Access Protocol)
- f) children who are carers
- g) children with special educational needs, disabilities or medical conditions (but without a statement or EHCP)

- h) children where statutory Admission and Appeal process has been exhausted and the child still does not have a placement (agreed at Rotherham FAP)

DfE Fair Access Protocols: Principles and Process guidance (November 2012):

Schools (including Academies) should work together collaboratively, taking into account the needs of the child and those of the school. There is no duty to comply with parental preference when allocating places through the protocol but it is expected the wishes of the parents are taken in to account.

When seeking to place a child under the protocol, all schools should be treated in a fair, equitable and consistent manner.

Fair Access Protocols should not be used as a means to circumvent the normal in-year admissions process. A parent can apply for a place as an in year admission at any point and is entitled to an appeal when a place is not offered.

The Protocol will not be applied to a Looked After Child, a previously Looked After Child or a child with a Statement of Special Educational Needs (SEN)/Education, Health and Care Plan, (EHCP) naming the school in question, as these children **must** be admitted. Where infant class size legislation applies, Looked After Children and Previously Looked After Children and children with a Statement of SEN/EHCP are considered to be, 'excepted pupils' for the remainder of Infant Education/ Key Stage 1.

Any places offered under this Protocol should not lead to the necessity for any school to breach Infant Class Size legislation. No place will, therefore, be offered which leads to an Infant class size greater than 30, except where the following applies:

- where there are no other schools that could provide suitable education within a reasonable travelling distance of the child's home address.

Any child offered a place in these circumstances would be classed as an 'excepted pupil' under the current regulations and a class greater than 30 would be allowed for the remainder of the Infant Education/Key Stage 1.

SECTION 10 - INFORMATION ON APPEALS

If you have not been offered a place for your child at a school for which you have expressed a preference you have the right of appeal to an independent appeal panel.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

Reason 1

- the number of applications exceeded the published admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For primary schools the relevant year group is Reception/Foundation Stage 2 and for separate Junior Schools the relevant year group is Year 3.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

There is another factor to take into account in terms of admissions and this relates to limits to Infant Class Sizes. Limits on class sizes imposed by law mean that, subject to certain limited exceptions, infant classes in Foundation Stage 2/Reception, Year 1 and Year 2 may not contain more than 30 children with a single teacher. Further details are given later in this section.

Or

Reason 2

- you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Authority's co-ordinated scheme for admission.

The table shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

Please Note: If you intend to appeal for a place at a school named as a lower preference on your application than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	A	A	P	P	P	A	A
2 nd	School B	PA	P	A	PA	A	A	P	A
3 rd	School C	PA	PA	P	A	PA	A	A	A

See Key on next page

Key

- P** This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.
- A** Your child was not eligible for a place at this school. You have the right of appeal for a place at this school.
- PA** Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process is independent of the Admission Authority. The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for Rotherham Community, Voluntary Controlled, Academies, Trust Schools, Catholic Primary Schools and Church of England Voluntary Aided Schools parents should lodge their appeal within 21 school days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admissions Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;
- g) parents will receive written notification of the Appeals Panel decision.

General Information On Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

- 1. Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority's Legal and Democratic Services.
- 2. Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and following this, will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.
- 3. If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.
- 4. In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.
- 5. If there are a large number of appeals for a particular school a Group Appeal hearing may take place.

6. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, where a parent of a summer born child has requested that their child be educated outside of their normal age of admission, and this request has been declined, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Limits to Infant Class Sizes

Limits on class sizes imposed by law mean that subject to certain limited exceptions, infant classes in Foundation Stage 2/Reception, Year 1 and Year 2 may not contain more than 30 children with a single teacher. Because of this legal requirement, admissions authorities will not be able to admit a child to an infant class if to do so would result in a class size of above 30 children.

The scope for Admissions Appeal Panels to uphold an appeal against non-admission has been limited where the admissions authority has refused admission on class size prejudice grounds.

It is important to note that if your preference for a place in Reception or Foundation Stage 2 has been refused on the grounds of class size legislation, the normal two-stage decision-making process as detailed in the "Admission Appeals – A Guide for Parents and Carers" will not apply. Unless an applicant can successfully prove that either the decision that class size prejudice would arise is not one that a reasonable admission authority would have made in the circumstances or, that the preference should have succeeded had the admission arrangements been applied correctly, the appeal will fail.

You are therefore urged to bear this information in mind if a place at a school has been refused because of class size legislation.

SECTION 11 - ADMISSIONS POLICY FOR ROTHERHAM AUTHORITY FOUNDATION STAGE ONE OR NURSERY UNIT

An application for an early education place * (see below) in an Early Years Centre, Nursery Unit/Foundation Stage One Unit should be made to the Head Teacher.

Parents should be aware that gaining a place in the nursery class/foundation stage 1 at a school **does not** guarantee that a place will be available in that school in the reception class or foundation stage 2.

A complete list of all the Local Authority nurseries and primary schools which have nursery/foundation units is given in Section 4. Children who have a Statement of Special Educational Needs or an Education, Health and Care Plan must be allocated a place at the school named in the Statement/Plan.

Children will be allocated a place in a nursery/foundation stage one unit according to the following criteria which are ranked in priority order:

- 1) Relevant Looked After Children or previously looked after children (see definition below).
- 2) Children who have a specific medical reason confirmed by a medical practitioner which the Head Teacher is satisfied makes attendance **at that particular school essential**.
- 3) Children with a compelling social reason which the Head Teacher is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school.
- 4) Children who live in the catchment area of the school as defined by the Authority and who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission.
- 5) Children who live in the catchment area of the school as defined by the Authority.
- 6) Children who live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- 7) Children who attend integrated early education at a childcare provider on the school site.
- 8) Children who live in the catchment area of a school without nursery/foundation stage 1 provision.
- 9) Children who have access to nursery/foundation stage 1 provision in their own catchment area school.

If demand for places within any category is greater than the available spaces, places will be allocated to children who live nearest to the school measured by a straight line on a horizontal plain (commonly known as measurement "as the crow flies"). See page 36 and 37 for full definition.

Please Note

* Children are entitled to an early education place from the term following their 3rd birthday. The majority of schools offer three terms of early education, commencing in the Autumn Term one year before entry to reception / foundation stage 2. Children who are eligible for a place from the Spring (January) or Summer (April) term usually take up a place at a pre-school, or day nursery or childminder initially, however some schools can offer an intake each term.

An early education place is 570 hours of early education over 38 weeks of the year. This is delivered as 15 hours each week for 39 school weeks each year with 5 inset days over the year. Children are entitled to 15 hours of free early education and Schools can deliver this flexibly over fewer than 5 days. A number of different delivery models are in place - details are available from the Families Information Service or directly from the school.

From September 2017, children who meet the eligibility criteria will be eligible for a total of 30 hours of early education each week. Some schools, day nurseries, pre-schools and childminders will be offering a 30 hour entitlement. Please contact the Families Information Service or school directly for more information.

** A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to nursery/foundation stage 1 is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the nursery/foundation stage 1.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the School Admissions Code of Practice 2014 which can be downloaded from www.dfe.gov.uk

Families Information Service contact details:

Tel: 0800 0730230 or 01709 822429

e-mail: fis@rotherham.gov.uk

website: rotherhamfis.co.uk

SECTION 12 - YEAR 2 TO YEAR 3 TRANSFERS

MOVING FROM INFANT TO JUNIOR SCHOOL

It is necessary for parents of children in Year 2 of a separate Infant School to apply for a place in a Junior School when their child is due to transfer to the next phase of their education.

Making an Application

- Parents of children resident in Rotherham can name up to three preferred Junior Schools for their child, even if one of your preferred schools is in another Authority's area. However, most parents will choose to apply for the associated Junior School to their child's current Infant school.
- If you are resident in Rotherham you **MUST** apply on-line at www.rotherham.gov.uk/schools or request and complete a paper copy of the Common Application Form by telephoning the Admissions Team on 01709 823777.
- The closing date for receipt of applications is **15th January 2018**. All applications received after this date are deemed to be late applications.
- Parents of children who reside outside the Rotherham Authority should contact their Local Authority's Admissions Team for further advice on submitting an application. This applies even if your child is currently on the roll of a Rotherham Infant School and you wish them to transfer to the related Junior School in September 2018 – you will need to submit your application via your Local Authority's Admissions Team. Contact telephone numbers for neighbouring Authorities can be found in Section 13 of this booklet.

ONLINE APPLICATIONS

Advantages of applying online-

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 16th April 2018. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Common Application Form
- Press the submit button
- If you are applying for Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This should be forwarded, along with any additional information required by the school in support of your application, to the Admissions Team clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.

- If you need to send any additional documentation (eg; proof of address or medical information) in support of your application you can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to return this information may affect the admission category your child is placed in.
- You must complete and submit your online application by **15th January 2018**

COMMON APPLICATION FORM

- If you are unable to apply on line or would simply prefer to complete a paper Common Application Form please contact the Admission Team on (01709) 823777 and one will be sent out to you. You must complete and return your application form to the Admissions Team by **15th January 2018**
- Attach any additional documentation for a Community or Controlled school or academy (eg; proof of address or medical information) which you wish to be considered in support of your application. Failure to return this information may affect the admission category your child is placed in.
- If you are applying for Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This should be forwarded to the Admissions Team clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.

Parents wishing their child to transfer to a separate Junior School from a Primary or J&I School

Parents of Year 2 children resident in Rotherham who currently attend a Primary or Junior & Infant School/Academy, or a school outside Rotherham Authority, can, if they wish, express a preference(s) for a Junior School either on-line or by obtaining a Common Application Form from the Admissions Team on (01709) 823777. This should be completed and returned to the Admissions Team by the closing date of **15th January 2018**.

Parents not wishing their child to transfer to a separate Junior School

If you would prefer your child to transfer to a Primary or Junior & Infant School / Academy (including a Aided Church of England or Catholic Primary) instead of a separate Junior School you will need to follow different procedures to those above as these applications will not be processed more than one term in advance.

- Parents would need to submit an application for these schools on a separate Common Application Form (Transfers) after **1st May 2018** which will then be processed as an in-year application (**see Section 9**).
- The relevant Common Application Form (Transfers) is available from the Admissions Team on (01709) 823777.

NOTE: Parents may wish to apply for a separate Junior School place for their child by the closing date of 15th January 2018, thereby receiving an offer of a school place on 16th April 2018. Parents may then submit an additional application after 1st May 2018 for their preferred Primary or J&I School / Academy. If a place is offered, the original offer of a Junior School place may then be withdrawn.

Consideration of Preferences

Rotherham Authority as the Admissions Authority for Community Schools will determine whether a place is available at any of the schools named on your Common Application Form. Places at Community Junior Schools or Junior Academies will be allocated in accordance with the Admissions Criteria given below.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on the Offer Date, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, "as the crow flies").

On 16th April 2018 the Admissions Team will notify parents of children resident in Rotherham of the outcome of their application for a Junior School place. The school offered will be the highest ranked school on your Common Application Form at which a place is available.

A small number of children will have a Statement of Special Educational Needs or Education, Health and Care Plan. Children with a Statement of Educational Needs or EHCP that names a school in the Statement/Plan are required to be admitted to the school that is named as part of that process.

The majority of children with special educational needs will not require a Statement of Special Educational Needs/EHC Plan. Applications for children who have special educational needs but no statement will be considered on the basis of the schools published admissions criteria.

THE ADMISSIONS CRITERIA FOR YEAR 3 OF A COMMUNITY JUNIOR SCHOOL

Places in Year 3 at a Junior School will be allocated following receipt of parental preferences according to the following criteria, which are in priority order:

Those who on the closing date of 15th January 2018 are:

- i) Relevant looked after children and previously looked after children.
- ii) Children who, on 15th January 2018, have a specific medical reason confirmed by a medical practitioner, which the Authority is satisfied makes attendance at that particular school essential. Parents should ensure that they submit full supporting information with their Common Application Form.
- iii) Children who, on 15th January 2018, have a compelling social reason which the Authority is satisfied makes attendance at that particular school essential. The kinds of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children in attendance in Year 2 at the associated Infant School.
- v) Children who, on 15th January 2018 live in the catchment area of the school as defined by the Authority, and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2018.
- vi) Children who, on 15th January 2018, live in the catchment area of the school as defined by the Authority.
- vii) Children who, on 15th January 2018, live outside the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2018.
- viii) Children who live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

Please see notes (a) to (d) under the Admissions Criteria in **Section 5** for further clarification.

Thurcroft Junior Academy - The Governing Body is the Admissions Authority for the school. Places will be offered at the school in accordance with the Admissions Criteria for community schools on behalf of the Governing Body of the school.

Brampton The Ellis C.E (Aided) Primary School - The Governing Body is the Admissions Authority for the school. Applications for Year 3 at this school will be sent to the school for consideration by the Governing Body in accordance with their Admission Criteria. It will be assumed that children in Year 2 of this school will automatically transfer to Year 3 unless an application is received requesting an alternative. The Governing Body will also give priority to applications from parents of children in Year 2 at

Brampton Cortonwood Infant School. The Governing Body of the school will then notify the Admissions Team of the names of the children who can be offered places at the school. On 16th April 2018 the Admissions Team will, on behalf of the Governing Body, respond to parents by email or letter making the single offer of a place at this school if it is the highest preference of school named on your form with a place available. Please refer to Section 5 of this booklet for information on the school's Admissions Policy.

ASSOCIATED INFANT AND JUNIOR SCHOOLS

With reference to category (ii) above, the following is a list of the associated Infant and Junior Schools in Rotherham.

Infant School

Anston Park Infant
Bramley Sunnyside Infant
Brampton Cortonwood Infant
Brinsworth Manor Infant
Herringthorpe Infant
High Greave Infant
Kiveton Park Infant
Rawmarsh Ryecroft Infant
Sitwell Infant
Thurcroft Infant

Associated Junior School/Academy

Anston Park Junior
Bramley Sunnyside Junior
Brampton The Ellis C.E. (Aided) Primary
Brinsworth Manor Junior
Herringthorpe Junior
High Greave Junior
Kiveton Park Meadows Junior
Rawmarsh Rosehill Junior
Sitwell Junior
Thurcroft Junior Academy

What to do when you receive your decision

If you wish to accept the place offered you need take no further action at this stage. Staff at the school allocated will contact you in due course with information about your child's transfer to the school.

If you do not wish to accept the place offered you must write and tell the Admissions Team immediately. You may wish to telephone an Admissions Officer on (01709) 823777 for further advice.

What happens if your child is not eligible for a place at one of your preferred school(s)?

For any school where you have not received an offer of a place, which is named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will be placed on the waiting list for that school.

For an explanation of waiting lists see **Section 8**.

For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

Notice of Appeal

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 10**.

Late Applications

Applications received by the Authority up to and including 15th January 2018 will be included in the allocation of places made on 16th April 2018.

You will not be offered a school place for your child on 16th April 2018 if the Admissions Team has not received an application form from you by 15th January 2018.

If you have made a late application after 15th January 2018 and up to and including 16th April 2018 you will be notified whether your child is eligible for a place at one of your preferred schools in writing after 15th May 2018.

If you submit a late application after 16th April 2018 you will be notified as soon as possible whether your child is eligible for a place at one of your preferred schools.

In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School and Thurcroft Junior Academy may also be offered under this process if places are still available.

If a Common Application Form is not received by 5th June 2018 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest community or controlled school in Rotherham with available places. Brampton Ellis CE Primary School and Thurcroft Junior Academy may also be offered under this process if places are still available.

Applications for schools outside Rotherham LA

You should read the information in the relevant Authority's Admission Booklet regarding late applications or alternatively, contact staff at that Authority if you require further advice.

SECTION 13 - USEFUL CONTACTS

Rotherham School Admissions Team

Children and Young People's Services
Riverside House
Main Street
Rotherham
S60 1AE
Tel: (01709) 823777
Email:
admissions.enquiries@rotherham.gov.uk

Appeals Clerk

Legal and Democratic Services,
Town Hall, The Crofts,
Moorgate Street,
Rotherham
S60 2TH
Tel: (01709) 822054
Email: debbie.pons@rotherham.gov.uk

Diocesan Addresses

Catholic Diocese

Diocese of Hallam,
Schools Department,
Hallam Pastoral Centre,
St Charles Street,
Attercliffe,
Sheffield
S9 3WU
Tel: (0114) 2566440
Email: schools@hallam-diocese.com

Church of England Diocese

Director of Education
Diocese of Sheffield,
Church House,
95/99 Effingham Street,
Rotherham
S65 1BL
Tel: (01709) 309100 or 309123
Email: reception@sheffield.anglican.org

Neighbouring Local Authorities

Barnsley

School Admissions Section
Directorate for Children, Young People
and Families
PO Box 634
Barnsley
S70 9GG
Tel: (01226) 773689, 773588,
Email: sarahmccarthy@barnsley.gov.uk

Doncaster

Admissions and Pupil Services
Children and Young People's Services
Civic Office,
Waterdale,
Doncaster
DN1 3BU
Tel: (01302) 737204 or 737234
Email: admissions@doncaster.gov.uk

Sheffield

Pupil Admissions, Floor 5,
North Wing,
Moorfoot,
Sheffield, S1 4PL
Tel: (0114) 2735766
Email:
ed-primary.admissions@sheffield.gov.uk

Derbyshire

Derbyshire County Council
Admission and Transport Team
Council House
Saltergate
Chesterfield
S40 1LF
Tel: 01629 537479
Email: admissions.transport@derbyshire.gov.uk

Nottinghamshire

Nottinghamshire County Council,
North Base,
Meadow House, Littleworth,
Mansfield, Nottinghamshire, NG18 2TA
Tel 0300 500 5080
Email: admissions.ed@nottscc.gov.uk

SECTION 14 - ADDITIONAL INFORMATION ABOUT PRIMARY EDUCATION

Borough Wide School Attendance Team (previously Education Welfare Service)

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school. Staff in the Team will be able to put you in contact with one of the Education Welfare Officers who are based in the Early Help Locality Teams. Tel: (01709) 822528.

Charges and the Remission of Charges

The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

Educational Psychologists

The Educational Psychology Service (EPS) is made up of a friendly, diverse team of applied psychologists using creative problem-solving approaches to enhance the lives, learning and emotional well-being of children and young people between the ages of 0 and 25. All team members are registered by the Health and Care Professionals Council (HCPC). The service provides traded work to those schools and settings who purchase the service, as well as statutory work and local authority directed activities.

The easiest way to contact the service is to get in touch with the Head Teacher of your child's school.

Exclusions

This service offers advice and guidance on the exclusion process to schools and parents. Tel: (01709) 334077.

Families Information Service

For information about free early education/nursery places for 2, 3 and 4 year olds and for information and advice on local childcare provision please contact:

Rotherham Families Information Service,
Riverside House,
Main Street,
Rotherham,
S60 1AE
Tel: (01709) 822429
Fax: (01709) 371444
Freephone: 0800 073 0230

Rotherham SEND Information Advice and Support Service (Formerly Parent Partnership)

This service is available to offer impartial support, advice and information to parent(s)/carer(s) of children who have special educational needs and also to children and young people.

Tel: (01709) 823627 Email: parentpartnership@rotherham.gov.uk

Visit our website www.rotherhamsendiass.org.uk

Public Examinations

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability. Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff.

School Dress Code

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

School Meals

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Telephone (01709) 336065. Information and a claim form is also on our website at www.rotherham.gov.uk

School Transport

Please see the Transport Policy contained in **Section 15** of this booklet or on www.rotherham.gov.uk

Special Educational Needs

Most children can cope well in their primary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the EHC Assessment Team on (01709) 822660.

Staff Training Days (Inset)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is to be closed.

Vaccination (Immunisation)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases. One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare to start school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections – remember these infections still exist and can infect an unprotected individual.

Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or Health Visitor to discuss these.

By the time your child starts school they should have been vaccinated against:

Tetanus, Diptheria, Polio, Whooping Cough, Haemophillus Influenza (type b), Pneumococcal disease, Meningitis (Type C), Measles, Mumps and Rubella.

If your child has a chronic or long term condition for example, Heart, Breathing/Respiratory, Liver, Kidney, Diabetes, reduced or impaired immunity or Neurological condition they may be eligible for the seasonal flu vaccine – you should contact your Practice Nurse for advice.

SECTION 15 - HOME TO SCHOOL TRANSPORT

The Home to School Transport Policy is currently being reviewed. A summary of some of the information in the Council's Home to School Transport Policy can be accessed at:

www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

The Statutory duty to provide free transport assistance to eligible learners

Section 508B of the Education Act 1996 (amended by the Education & Inspections Act 2006) deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for "eligible" children to "qualifying schools".

Schedule 35B of the Act defines "eligible" children. The duty applies to Home to School travel arrangements at the start of the day and school to home travel arrangements at the end of the day. It does not relate to travel between educational institutions during the school day.

Parents/Carers are responsible for ensuring that their children attend school regularly. Section 444 of the 1996 Act outlines the situations in which a parent/carer may have a defence in law against a prosecution by a Local Authority for their child's non-attendance at school. Section 444(4) provides a parent/carer with a defence if he or she proves that the Local Authority has not fulfilled its statutory duty to provide this.

Further information regarding Home to School Transport and the statutory duties for Local Authorities was issued by the Department for Education in July 2014.

www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance

Key information submitted for assessments and reviews will be treated in a confidential manner and may be shared with a contracted transport operator.

If there is a change in individual circumstances, such as change of address or a child's medical needs, it is the responsibility of the parent/carer to inform the Passenger Services Team at

education.transport@rotherham.gov.uk as this may affect their eligibility and/or provision

Transport assistance may consist of these options:

- A zero fare bus pass which allows a pupil to free bus travel between the nearest bus stop to their home address and their registered school base.
- Refunded travelling expenses according to the cheapest available public transport route for those learners able to access public transport services.
- Mileage expenses in accordance with the Council's current rate, for pupils requiring special arrangements providing that the pupil is unable to access any existing Local Authority transport. Mileage expenses will only be paid for journeys during which the pupil is in the vehicle.
- Free or subsidised travel on a coach, minibus, taxi or adapted vehicle if the learner is unable to travel by public transport due to the distance, their mobility, or effect of their complex special educational needs.

Eligibility to free transport assistance – mainstream settings

Pupils under the age of 5 years

There is no statutory duty to provide transport assistance to children under the age of 5 years. Parents/Carers are expected to accompany children under the age of 5 years to their early year's provider and on public transport. Currently, there is no charge for children under the age of 5 years to travel by public transport if accompanied by a parent/carer paying full fare. Financial assistance is not given to parents/carers for their personal transport costs when they accompany their child to early year's provision. The bus operator may charge the concessionary fare to a child under the age of 5 years if they are travelling with an older child paying a concessionary fare.

Pupils aged 5-7 years

For pupils aged 5, but less than 8 (on 1st September) attending their nearest appropriate qualifying school* or any alternative catchment school determined by the Local Authority, free transport assistance (usually a zero fare bus pass) will be provided where the distance between home and school is more than 2 miles (otherwise referred to as the lower statutory qualifying distance). For pupils with a zero fare bus pass parents/carers are responsible for ensuring their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey.

Pupils over 8 years of age

For pupils aged 8-16 (on 1st September) attending their nearest appropriate qualifying school* or any alternative catchment school determined by the Local Authority, free transport assistance (usually a zero fare bus pass) will be provided where the distance between home and school is more than 3 miles (otherwise referred to as the upper statutory qualifying distance). Parents/Carers are responsible for ensuring their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey.

Pupil attending denominational (faith) schools

There is no statutory duty to provide free transport assistance to denominational schools except for eligible secondary aged pupils from low income families (see below).

Pupils not attending their nearest appropriate qualifying school*

The Local Authority recognises its obligations under the School Standards and Framework Act 1998, as amended by the Education Act 2002, to comply with parental preferences regarding choice of school. In order to ensure the efficient use of its resources the Local Authority will only provide free transport assistance where the school attended is the nearest appropriate qualifying school* , or any alternative catchment school determined by the Local Authority, from the pupil's main home address.

Parents/Carers who apply for a place in a school for their child/children which is not the nearest appropriate qualifying school*, or alternative catchment school determined by the Local Authority, will not be provided with free transport assistance regardless of the distance involved unless low income criteria apply.

**The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.*

Pupils from low income families

The Education and Inspections Act 2006 introduced free transport assistance for qualifying pupils from low income families. Those who qualify are pupils entitled to free school meals or from families in receipt of Maximum Working Tax Credit. Pupils from "low income" families meeting these criteria will receive free transport assistance (usually a zero fare bus pass) on condition that:

Pupils aged 8 to 10 years attending their nearest appropriate qualifying school*, or any alternative catchment school determined by the Local Authority, where the distance between home and school is more than 2 miles.

Up to 2 miles – as per the statutory walking distance, along the nearest available walking route.

From 2 miles up to the 6 mile or the 15 mile upper limits – along road routes passable by suitable motorised transport.

**The nearest appropriate qualifying school is one with places available that provides education appropriate to the age, ability and aptitude of the child.*

Disabled Person's Pass

A disabled person's pass may be available to some children and adults, who are Rotherham residents, following an assessment of qualification. This pass allows free travel on buses, trams and trains within South Yorkshire and some cross boundary services. Disabled children and young people, who are unable to travel alone, may also qualify for a pass that enables a caregiver to travel with them free of charge. More details are available on the Travel South Yorkshire website:

www.travelsouthyorkshire.com/disabled/ and at
www.rotherham.gov.uk/info/200078/public-transport/189/apply-for-a-travel-pass/3

Parents/Carers guidelines – mainstream transport assistance

The majority of Rotherham pupils assessed as entitled to transport assistance are issued with a zero fare bus pass allowing them to travel free by public transport to and from school. Where specific buses are provided for mainstream home to school transport, these may be run commercially by the operators or on contract to the Council.

A pupil's home address is considered to be the one that is e.g. in receipt of Child Benefit. Pupils in receipt of free transport assistance will have their eligibility re-assessed following a move of address or circumstances as this may affect both the identity of the qualifying school and the distance. Dual residence or parents/carers work and family commitments will not be regarded as valid reasons for determining entitlement to transport assistance.

The distance between the pupil's home and school is measured using a computerised mapping system. This is from the front door of the home address to the nearest designated school entrance by the nearest available walking route.

Pupils attending a school in Rotherham, who live outside the Rotherham boundary, must apply to their home Local Authority for advice and guidance about transport.

It is the responsibility of parents/carers to meet other transport needs including travel to and from work placements, extra-curricular activities, transitional travel or any other arrangements they make with the school.

Guidance on "Promoting Positive Behaviour by Pupils on Public Transport in South Yorkshire" has been developed by Local Authority Education Transport Officers, South Yorkshire Passenger Transport Executive, South Yorkshire Police and Transport Operators and can be accessed at:

www.travelsouthyorkshire.com/behaviourcharter

Pupils aged 5 to 16 years with an Education, Health and Care Plan (EHCP) or a Statement of Special Educational Needs or Disability (SEND)

Pupils with an EHCP or SEND will have their individual transport needs assessed against set criteria taking into account their age, distance, mobility and the effect of their complex needs on their ability to travel. You can make an enquiry at:

www.rotherham.gov.uk/info/200086/schools_and_colleges/319/a_guide_to_school_transport/4

Under the provisions of paragraph 3 of Schedule 27 to the Education Act 1996, parents/ carers may express a preference for a child with an EHCP or Statement of SEN to attend a school which is not the nearest suitable school identified by the Local Authority. If the Local Authority considers that it would be incompatible with the efficient use of its resources to provide and fund home to school transport to the more distant parental preference, it may name both schools within the child's EHCP or Statement of SEN (paragraph 9.214 of the SEND Code of Practice), on the express condition that parents/carers accept, and continue to accept, liability for arranging and funding home to school transport.

Transport assistance may be reviewed by the Council on a term-by-term basis. Changes, for various reasons, may be necessary during the school term and you will be informed of these as soon as possible.

Some parents/carers may wish to use a family vehicle to transport their child to and from school. They may be entitled to claim a fuel allowance, e.g. where no contracted transport provision exists. This will only be paid on the journeys when the eligible child is travelling in the vehicle. Further details can be obtained from **education.transport@rotherham.gov.uk**

In the event of any pupil exhibiting persistent, deliberate, disruptive or dangerous behaviours (including physical and verbal abuse), the Council may exclude them from using school transport or withdraw a zero fare bus fare. Additionally, the transport operator may refuse entry to their vehicle. Parents/Carers will then be expected to make their own arrangements to ensure their child attends school.