



# School Admissions Policy

Date: September 2023

<b>Date ratified:</b>	September 2023
<b>Author/Reviewer:</b>	S Ahmed
<b>Date for Review:</b>	September 2024

## DOCUMENT CONTROL

Unless there are legislative or regulatory changes in the interim, this Policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle.

<b>First Issue</b>	September 2023
<b>Originator</b>	S Ahmed
<b>Linked Policies</b>	<ul style="list-style-type: none"> <li>Safeguarding and Child Protection Policy</li> </ul>
<b>Target Audience</b>	School Staff, parents, governors
<b>Dissemination via</b>	School website

Version	Date	Reviewer	Changes

At Nether Edge Primary School we operate within the statutory School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998. This applies to admissions to all maintained schools in England.

The Academy (Mercia Learning Trust) is the 'Admission Authority,' and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out in this policy are those determined by the Mercia Learning Trust for admission into Nether Edge Primary School.

The Mercia Learning Trust is fully supportive of the wider admission arrangements operated by the Local Authority. These arrangements continue the operation of a defined catchment area and feeder primary schools that have operated historically for admission to the school.

### **Admission to Nether Edge Primary**

All children wishing to start at Nether Edge must go through the Sheffield city council admissions process. More information can be found at the following website <https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

The Local Authority co-ordinates the allocation process for the normal year of entry (Reception) for all children. They apply the admissions criteria on behalf of Mercia Learning Trust by agreement.

Sheffield Local Authority is also responsible for co-ordinating all 'in-year' applications to Nether Edge Primary on behalf of Mercia Learning Trust.

### **Special Educational Needs**

Section 324 of the Education Act 1996 requires the Governing Bodies of all maintained schools to admit a child with a statement of special educational needs (now known as and Education and Health Care Plan or EHCP) that names their school as their first choice. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places available or not. Nether Edge Primary complies fully with this requirement.

## **Oversubscription Criteria**

In the event of oversubscription, the following categories will be prioritised for places at Nether Edge Primary. This is managed on the school's behalf by the Sheffield admissions team.

### **Priority One - Children in public care (Looked After)**

All Admission Authorities MUST prioritise the admission of 'Relevant Looked After Children' within their admission criteria. A 'Relevant Looked After Child' is defined as:

- *A child who is looked after by a local authority in accordance with section 22 of the Children Act 1989(b) and who (a) is looked after at the time an application for*

*admission to a school is made and (b) in relation to whom the local authority has confirmed that the child will still be looked after at the time when the child will be admitted to the school.*

The Admission Code (2021) extends this category to also include 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.

### **Priority Two – Catchment area and sibling**

Children who normally reside with a parent or guardian in the defined catchment area and who will have a sibling at Nether Edge Primary on the day of admission, are considered next.

The catchment of area for all Sheffield schools, including Nether Edge Primary can be found at the following link <https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

This means that all catchment and sibling applications are prioritised before catchment only applications. If needed the normal distance tie-breaker will apply within each category.

*Definition of a sibling:*

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

- 1. A brother and/or sister*
- 2. A stepbrother and/or stepsister (to include half-brother/sister)*

### **Priority Three – Catchment area**

Children who normally reside with a parent or guardian in the defined catchment area but will not have a sibling at Nether Edge Primary at the point of admission will be considered next.

### **Priority Four – Siblings**

Children who do not normally reside with a parent or guardian in the defined catchment area but who will have a sibling at Nether Edge Primary on the day of admission, are considered next.

### **Priority Five – All other applicants**

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

### **Tie Breakers**

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

#### A. Exceptional medical, social or special educational needs

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

Parents must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Academy to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for further consideration if they are accompanied by supporting evidence.

#### B. Distance

Where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the house to a specific point at the school.

Where the remaining place could be made for a number of children living equi-distance from the school the final decision will be made by random allocation.

Random allocation will:

- Be independently supervised by a representative of the Legal and Governance Service of Sheffield
- Take place on a date and time notified in advance of the participating parents so that they can attend as witnesses

#### **Admissions outside the normal admission round**

Children in public care for whom an application is received outside the normal admission round will be considered for priority admission in accordance with the requirements of the Local Authority's Fair Access Protocol.

All other applicants will be considered against the above oversubscription criteria.

Children of service personnel will be considered under the Local Authority's Fair Access Protocol where an application is received outside the normal admission round.

#### **Equal preference**

All Admission Authorities in Sheffield must operate an equal preference system determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference.

irrespective of ranking. The ranking of preferences by parents, is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

For further information or support with admissions to Nether Edge Primary please see the information below:

Sheffield Admissions Team contact details

Telephone: 0114 2735766

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

Address: Inclusion and Learning Service, Floor 5, North Wing, Moorfoot, Sheffield, S1 4PL