

**ADMISSION ARRANGEMENTS
2016-2017 V1**



Date approved:

Signed: (Headteacher)

Signed: (Chair of Committee)

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Ecclesfield Secondary Admissions Arrangements 2015-16

Ecclesfield School operates within the statutory Admission Code of Practice. The admission arrangements set out in this document include the oversubscription criteria and other detailed information that explain how the school manages this function.

The Academy is the "Admission Authority" and is responsible for setting and applying its own admission arrangements. The admission arrangements that are set out below are those determined by the Governing Body for admission to Ecclesfield Secondary School. The Governing Body is fully supportive of the wider admission arrangements operated by Sheffield Local Authority and these arrangements continue the operation of a defined catchment area and feeder primary schools that have been operated historically for admission to the school.

Sheffield Local Authority co-ordinates the allocation process for the normal year of entry (Year 7) for all Sheffield residents and applies the criteria on behalf of the School by agreement.

Sheffield Local Authority is also responsible for co-ordinating "in-year" applications on behalf of the 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 re-named the Education and Health Care Plan) that names their school. This is not an oversubscription criterion, schools are required to admit a child in these circumstances whether they have places or not. Ecclesfield School complies fully with this requirement.

Oversubscription Criteria

In the event of oversubscription the following categories will be prioritized for places at Ecclesfield School, operated on the school's behalf by Sheffield Local Authority.

Priority One

Children in Public Care (Looked After)

All Admission Authorities MUST prioritize 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 of Practice extend 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 with Sibling

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

The definition of a sibling for these purposes is given below.

This means that all catchment/sibling applications are prioritized before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

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)

and in both cases will be attending Ecclesfield School at the point of entry.

Priority Three

Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at Ecclesfield at the point of admission will be considered next.

Priority Four

Siblings

A non-catchment 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)

and in both cases will be attending Ecclesfield School at the point of entry.

Priority Five

Contributory Feeder School

Applicants for a Year 7 place at Ecclesfield School whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 3 or 4 above will be considered next.

Ecclesfield's designated feeder primary schools are: Angram Bank Primary, Coit Primary, Ecclesfield Primary, Greengate Lane Primary, High Green Primary, Lound Junior and Windmill Hill Primary.

Parents are advised In the Sheffield Guide for Parents " that If they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there".

Priority Six

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 prioritized by the Admission Committee (AC) but only within its admission category. It is the parent's responsibility to provide supporting evidence.

The applicant 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 prioritized. 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.

Further information about the Admission Committee can be found in the Local Authority Composite Prospectus, "A Guide for Parents".

<https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/secondary-school/guide-for-parents.html>

B. *Distance*

In circumstances 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 building.

Where the remaining place could be made for a number of children living equi-distant from the school the determination of the single offered will be made by random allocation.

The random allocation will:

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

Admissions outside the normal admissions 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 applications will be considered against the above oversubscription criteria.

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

Mid Term Admissions

For students transferring during the normal school year (**mid-term admissions**) the following guidelines will apply:

- For students attending another Sheffield school we will not admit the student until the start of the next term. Until transfer arrangements have been approved it is expected that the student will continue in attendance at their current school.
- For students transferring from a school outside Sheffield we will admit the student at the start of the next half-term.

By following these guidelines we will have sufficient time to gather all the information we need from the student's previous school in order to place them in a form and appropriate teaching groups. This will also assist teaching staff by keeping the disruption caused by receiving a new student into their class to a minimum.

Under no circumstances should a student be admitted until all necessary information has been collected, all relevant staff informed and a timetable created for that student.

When an initial parental request for a place at the school is received by the Admissions Officer, the procedure should be:

- Admissions Officer contacts the previous school and asks for the information on the student.
- Admissions Officer receives the information
- In the case of SEN students the SENCO is notified of the request for a place.

Once the decision has been taken to offer a place:

- The parents/carers will be contacted by the Pastoral Team and invited to visit the school for a preliminary visit.
- An Admission Form will be completed at the preliminary meeting.
- For Key Stage 4 students it will be necessary to discuss Option Choices and/or Alternative Curriculum placements if deemed appropriate for the student.
- Parents/carers and the student will be expected to attend a further meeting with the Pastoral Team and the Pastoral Deputy. A start date for the student will be agreed at this meeting and uniform can be issued.
- The Q & A Team will contact Heads of Department and supply them with the relevant information for the student to be placed in an appropriate class/set for that subject.
- The Q & A Team and relevant Pastoral staff will construct a timetable for the student.
- All relevant teaching staff will be informed by the Pastoral Team.
- If appropriate, the SENCO will inform teaching staff of the student's Special Needs and any strategies that have been successfully used with the student.

By following these guidelines we aim to make the mid-term transfer of any student into the school as successful as possible for the student.

Equal Preference

The statutory Admission Code of Practice made the practice of offering places on a "First Preference First basis unlawful. All Admission Authorities in Sheffield must operate an Equal

Preference system when 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 the preferences 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.

Waiting Lists

A waiting list will be maintained until 31 December 2015 for transfer to Ecclesfield (Year 7). Parents may remain on the waiting list beyond December if they wish and would be required to contact the admission team.

Admissions Team contact details

Any enquiries should be referred to the Local Authority's Admissions Team:

Telephone: 0114 2735790
Email: ed-admissions@sheffield.gov.uk

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

| Action | Responsibility | By When (tick when completed) | | | | | | | | | | | | | |
|---|-------------------------------|-------------------------------|-----|-------------|-----|------------|---------------|--------------|-----|---------------------|-------------------|-------------|-------------------|--|--|
| Transfer Request Received | Admissions Officer/RWK | | | | | | | | | | | | | | |
| Previous school contacted | Admissions Officer | | | | | | | | | | | | | | |
| Information requested – Received/applicable (tick) <table border="1" data-bbox="167 705 491 969"> <tr> <td data-bbox="167 705 491 763">Safeguarding</td> <td data-bbox="502 705 774 763">LAC</td> </tr> <tr> <td data-bbox="167 763 491 799">SEN</td> <td data-bbox="502 763 774 799">CATs scores</td> </tr> <tr> <td data-bbox="167 799 491 835">CAF</td> <td data-bbox="502 799 774 835">N/C levels</td> </tr> <tr> <td data-bbox="167 835 491 871">Pupil Premium</td> <td data-bbox="502 835 774 871">GCSE Current</td> </tr> <tr> <td data-bbox="167 871 491 907">EAL</td> <td data-bbox="502 871 774 907">levels/target grade</td> </tr> <tr> <td data-bbox="167 907 491 965">Free School Meals</td> <td data-bbox="502 907 774 965">KS4 options</td> </tr> </table> | Safeguarding | LAC | SEN | CATs scores | CAF | N/C levels | Pupil Premium | GCSE Current | EAL | levels/target grade | Free School Meals | KS4 options | Admission Officer | | |
| Safeguarding | LAC | | | | | | | | | | | | | | |
| SEN | CATs scores | | | | | | | | | | | | | | |
| CAF | N/C levels | | | | | | | | | | | | | | |
| Pupil Premium | GCSE Current | | | | | | | | | | | | | | |
| EAL | levels/target grade | | | | | | | | | | | | | | |
| Free School Meals | KS4 options | | | | | | | | | | | | | | |
| Information Disseminated to PM/AC/MALP/Inclusion Manager | Admissions Officer | | | | | | | | | | | | | | |
| Parents Contacted | Pastoral Manager/RWK | | | | | | | | | | | | | | |
| Preliminary visit arranged | Pastoral Manager/RWK | | | | | | | | | | | | | | |
| Meetings with : SEN – decision on further assessment made Pastoral/AC Safeguarding/LAC to be held with Safeguarding/Inclusion Manager | Pastoral Manager (CES if KS4) | | | | | | | | | | | | | | |
| Admission Form | Pastoral Manager | | | | | | | | | | | | | | |
| Uniform | Pastoral Manager Online AF | | | | | | | | | | | | | | |
| Achievement Co-ordinator | AJS | | | | | | | | | | | | | | |
| Timetable | AJS | | | | | | | | | | | | | | |
| Start Date :- | | | | | | | | | | | | | | | |

| Action | Responsibility | By When (tick when completed) | |
|---|-----------------------|--------------------------------------|--|
| Teaching staff informed – please circle Briefing Email MLE | AJacobs | | |
| Hard Copy SEN File received/applicable Notes: | | | |
| Hard Copy Safeguarding File received/applicable Notes: | | | |
| General Notes: | | | |