



**School Admission Policy
For the Academic Year 2021/2022**

Ecclesfield School

Date Approved:	November 2019
School Published:	December 2019

Contents

1.0	Admission Policy 2021/2022	1
2.0	Oversubscription Criteria	4
3.0	Tie Breakers	6

1.0 Admission Policy 2021/2022

- 1.1** The admission authority for Ecclesfield School is Minerva Learning Trust. The arrangements for admission into Years 7 to 11, either at the initial entry in September Y7, or in year admissions, are managed on behalf of the Trust by Sheffield Local Authority. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2014) and designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents through the application process.
- 1.2** The admission arrangements set out in this document include the over-subscription criteria and other detailed information that explain how the school manages this function. These arrangements will apply to all admissions from December 2019, including in-year admissions.
- 1.3** **Please be aware of the closing date for applications. This will have been communicated from Sheffield Local Authority.** The applications are made to Sheffield Local Authority. Any applications received after this date will be considered after those applications received before the closing date. We also strongly advise you to put a second and third choice, in case of situations where the school is oversubscribed.
- 1.4** Our annual Indicated Admission Number (IAN) is 360 for entry into Y7 in 2021.

1.5 Applying for a place

Ecclesfield School welcomes all applications. Our principal admission is at the beginning of Year 7. We encourage entry at these times so as to aid the progression of the child academically without interruption.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a number of open days during the year. Arrangements for visits outside of these dates are made through the school office.

Children are admitted to the school using the criteria outlined by the Local Authority. Parents are invited to express a preference for the school and return the application to Sheffield Admissions Service at the Local Authority who will process the application on behalf of the school using the policy outlined in this document.

The Sheffield City Council guide for parents is available on their website (<https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>). A guide is available there to download called **Transfer to Secondary Guide**. A leaflet that summarises the key points and dates is sent to every Y6 parent in the city.

Section 324 of the education Act 1996 requires that Children with an Education Health & Care Plan (EHCP) that names the school, must be offered a place at the school regardless of whether the school has places or not. Ecclesfield School complies fully with this requirement.

Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.

1.6 Children with Special Educational Needs or a Disability (SEND)

As stated above, schools must admit all children who have an EHCP (Education Health and Care Plan) where this school is named.

Children who have special educational needs but who do not have an EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments.

1.7 In-year admissions

The criteria for in-year admissions is the same for admissions at the start of the academic year. They are processed through the Local Authority.

In-year admissions forms should be obtained from your child's current Sheffield school, or from the Local Authority. These should be completed and returned to the School Admissions team. If your child is new to Sheffield you will need to make an appointment to meet with an Officer from the Children Missing from Education service. This officer will complete an application form with you.

The Sheffield City Council Admissions Team contacts are below:

Address: Secondary Admissions, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL
Telephone: 0114 273 5790
Email: ed-admissions@sheffield.gov.uk

The Children Missing from Education team details are below:

Address: Secondary Admissions, Floor 5, West Wing, Moorfoot, Sheffield, S1 4PL
Telephone: 0114 2736462
Email: ed-missingchildren@sheffield.gov.uk

1.8 In-year fair access protocol

Ecclesfield School participates in the Fair Access Protocol which is implemented by our Local Authority. All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements.

1.9 Appeals

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. The independent appeal panel will act in accordance with the framework set out in the School Admission Appeals Code 2012. In order to ensure a fair appeals process, the members of the panel are independent from the governing body, academy trust and local authority that made the original decision against the application.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

1.10 Waiting list

The Local Authority operates a waiting list for pupils who have been refused admission. The waiting list for entrance into Y7 is maintained until 31st December. If parents do not secure a place at the school by this date, they can if they still wish to pursue a place, make a fresh in-year transfer by securing an application from your child's current secondary school.

The In-year Waiting List for year groups Y8-Y11 is maintained until the end of the academic year.

In both cases pupils refused admission will automatically be placed onto the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children request a place on the waiting list, the list will be re-ordered in line with the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified and will have the option of accepting or rejecting the place within 14 days.

1.11 Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2014. There will be an opportunity for consultation in accordance with the Code.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents must decide which address to give.

2.0 Oversubscription Criteria

All Admission Authorities must publish criteria which explain how places will be allocated if a school is oversubscribed. In the event of oversubscription the following categories will be prioritised for places at Ecclesfield School, operated on the school's behalf by Sheffield Local Authority.

Priority One

- **Children in Care or Previously in Care (Statutory Requirement)**

All Admission Authorities **MUST** prioritise the admission of Looked After Children and all previously looked after children within their admission criteria. These children are 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 Authority, in its capacity as Corporate Parent, will work closely with parents and carers of Looked After Children, or previously looked after children to ensure that the most appropriate school is made available that can best meet the needs of the child.

- **Children in Care or Previously in Care – Admissions outside the normal admission round.**

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

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 the preferred school on the day of admission will be considered next.

The definition of a sibling for these purposes is given in Priority Four below. This means that all catchment & sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

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 the preferred school at the point of admission will be considered next.

In the event of oversubscription, tie-breakers will be used as describe below.

Priority Four - Non-Catchment Siblings

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

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

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

Priority Five - Contributory Feeder School

Applicants whose children attend a designated feeder primary school but do not fit into any of the above categories, 2 to 5 above will be considered next. These are:

- *Ecclesfield Primary School*
- *Windmill Hill Primary School*
- *Coit Primary School*
- *Greengate Lane Academy*
- *Angram Bank Primary School*
- *High Green Primary School*
- *Lound Academy*

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

Priority Six - All other applicants

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

3.0 Tie Breakers

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

3.1 Exceptional medical, social or special educational needs

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

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

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

3.2 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 home address to a designated point of the school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation.

The random allocation will:

- i) be independently supervised by a representative of the Legal and Governance Service;
- ii) take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.