

# Admission Arrangements and Oversubscription Criteria for the 2018/19 Academic Year



**Astrea Academy Trust**

INSPIRING BEYOND MEASURE

# Overview

We are a primary, secondary and all-through Academy Trust responsible for 15 academies in 3 Local Authority areas (as March 2017). We are approved to open a brand new all-through school in September 2018, other schools will be joining us and further growth is in prospect.

As an Academy Trust, we are our own Admissions Authority. In determining this admissions policy (which covers our 15 current primary schools as outlined below and in the three appendices), we have sought to: provide some consistency across our academies on some aspects, while aligning with existing local arrangements where that makes most sense and which reflect our partnership with the relevant Local Authorities.

Our schools in **Barnsley** covered by this policy: Carrfield Primary Academy, Gooseacre Primary Academy, Highgate Primary Academy and The Hill Primary Academy.

Our schools in **Doncaster** covered by this policy: Castle Academy, Denaby Main Primary Academy, Edenthorpe Hall Primary Academy, Hillside Academy, Kingfisher Primary School and Hexthorpe Primary School.

Our schools in **Sheffield** covered by this policy: Byron Wood Primary Academy, Greengate Lane Primary Academy, Hatfield Primary Academy, Hartley Brook Primary Academy and Lower Meadow Primary Academy.

The oversubscription criteria for our schools are shown at headline level in the diagram below and there is a separate appendix for each Local Authority area that gives details and definitions, as well as the published admission number for each individual school.

In all cases, if the number of applications is fewer than the published admission number, all children will be admitted to the school. Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted ahead of over-subscription criteria being applied. Places will then be offered in the following order of priority:

## ALL SCHOOLS

1. Children in Care or Previously in Care (Statutory Requirement)

### BARNESLEY

2. Siblings
3. Children of school staff filling skills shortage posts
4. Distance

Tie-breaker if 2+ children equidistant for the final place: random allocation

### DONCASTER

2. Catchment area
3. Siblings
4. Children of school staff filling skills shortage posts
5. Distance

Tie-breaker: see *Appendix 2*

### SHEFFIELD

2. Catchment siblings
3. Children of school staff filling skills shortage posts
4. Catchment area
5. Non-catchment siblings
6. All other applicants

Tie-breaker: see *Appendix 3*

### **National Allocation Day**

Where parents or carers are applying in the normal admission round for Reception places, they will be informed of the outcome of their application by the Local Authority on the national allocation day: 16 April 2018.

### **Waiting lists**

Waiting lists are ranked in line with the oversubscription criteria summarised above and detailed in the appendices – and are re-ranked whenever a new applicant is added. In Sheffield, a waiting list will be maintained for the full academic year for admission to Reception, i.e. until 31 August 2019. In Barnsley and Doncaster, waiting lists are maintained until 31st December 2018.

### **Appeals**

All applicants who are refused a place have a right of appeal to an independent appeal panel which is constituted in accordance with the School Admissions Appeal Code. All parents and carers that are refused a place will be informed of the process for submitting an appeal by their Local Authority.

# Appendix 1: Barnsley Arrangements

The schools covered and their published admission numbers (i.e. intake into Reception) are:

Carrfield Primary Academy	45
Gooseacre Primary Academy	50
Highgate Primary Academy	45
The Hill Primary Academy	60

Where the number of applications for a school received during the normal admissions round exceeds the admission number of the school, then admission will be determined in accordance with the priority of admission criteria set out below.

Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school are required to be admitted ahead of over-subscription criteria being applied.

## Priority 1

Looked After Children and previously Looked After Children<sup>1</sup>;

## Priority 2

### Siblings

Children with brothers and/or sisters (as defined in 'Notes' below) attending the school on the proposed date of admission;

## Priority 3

### Children of school staff filling a skills shortage post

Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area;

## Priority 4

### Distance

Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

## Notes

For the *sibling* criterion to be applicable one of the following conditions must exist:

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

The child's *ordinary place of residence* will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

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<sup>1</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social care functions at the time of making an application to the school. Previously looked after children are children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

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 resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

### **Tiebreaker for Equi-distant Applications**

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.

The Random Allocation will:

- (i) be independently supervised
- (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

### **Delaying Entry to a Reception Class and Part-time Attendance**

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

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year. Parents can also request that their child attends part-time until the child reaches compulsory school age. Either type of request will be considered by the principal in circumstances where it appears to be in the best interest of the child.

### **Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the principal of each school applied to will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request to the Local Authority Admissions Team and send it to the relevant school during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date – 15 January.

### **Admission of Service Personnel and Crown Servants**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, applications will be considered 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.

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

# Appendix 2: Doncaster Arrangements

The schools covered and their published admission numbers (i.e. intake into Reception) are:

Castle Academy	30
Denaby Main	40
Edenthorpe Hall Primary Academy	40
Hexthorpe Primary School	90
Hillside Academy	20
Kingfisher Primary School	60

Where the number of applications for a school received during the normal admissions round exceeds the admission number of the school, then admission will be determined in accordance with the priority of admission criteria set out below.

Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school are required to be admitted ahead of over-subscription criteria being applied.

## **Priority 1**

Looked After Children and previously Looked After Children<sup>2</sup>;

## **Priority 2**

### **Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions) )

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

## **Priority 3**

### **Siblings**

Children who are living within the same family unit (as defined in 'Notes' below) who will be attending the requested school, (excluding nursery), at the proposed point of admission.

## **Priority 4**

### **Children of school staff in skills shortage posts**

Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area;

## **Priority 5**

### **Distance**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school

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<sup>2</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social care functions at the time of making an application to the school. Previously looked after children are children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

### **Tie-breaker**

Each of the above priorities are applied, in order, as tie breakers, with priority 5 being the final tie breaker.

## **Notes**

### **Delaying Entry to a Reception Class and Part-time Attendance**

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

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year. Parents can also request that their child attends part-time until the child reaches compulsory school age. Either type of request will be considered by the principal in circumstances where it appears to be in the best interest of the child.

### **Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the principal will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the relevant school during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date - 15 January. Further guidance and the form can be found on the Council Website at [www.doncaster.gov.uk/services/schools/primaryadmissions](http://www.doncaster.gov.uk/services/schools/primaryadmissions)

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### **Admission of Service Personnel and Crown Servants**

Applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

# Appendix 3: Sheffield Arrangements

The schools covered and their published admission numbers (i.e. intake into Reception) are:

Byron Wood Primary School	60
Greengate Lane Primary School	30
Hatfield Primary School	56
Hartley Brook Primary School	90
Lower Meadow Primary School	45

Where the number of applications for a school received during the normal admissions round exceeds the admission number of the school, then admission will be determined in accordance with the priority of admission criteria set out below.

Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school are required to be admitted ahead of over-subscription criteria being applied.

## Priority 1

Looked After Children and previously Looked After Children<sup>3</sup>;

## Priority 2

### Catchment area siblings

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 (including step or half brother or sister) at the preferred school on the proposed date of admission.

Catchment areas can be checked at <https://www.sheffield.gov.uk/education/informationfor-parentscarers/pupil-admissions/catchment-areas.html>

This means that all catchment & sibling applications are prioritised before other catchment applicants irrespective of distance.

## Priority 3

### Children of staff in skills shortage posts

Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area;

## Priority 4

### Catchment area non-siblings

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.

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<sup>3</sup> A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social care functions at the time of making an application to the school. Previously looked after children are children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

## **Priority 5**

### **Non-catchment area siblings**

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 (including step or half brother or sister) at the preferred school on the day of admission.

## **Priority 6**

### **All other applicants**

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

## **Tie Breakers**

If the places available for allocation are filled part-way through any of the above categories, there are two further stages for consideration:

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

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional (e.g. medical specialist or social worker), an application may be prioritised by the Trust 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 Trust 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 Trust for further consideration if they are accompanied by supporting evidence.

### **B. Distance**

In circumstances where exceptional circumstances are not demonstrated, the final tiebreaker 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 at the school building.

Where the last place could be allocated to 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.

If the children concerned are twin, triplets etc, the school would normally agree to admit all the children.

For **families of service personnel** with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will 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. The Authority will not refuse a service child a place because the family does not currently live in the area.

### **Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the principal will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent.

If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request and send it to the relevant school during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date – 15 January. Further guidance and the form can be found on the Council Website at <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupiladmissions/primary-school/when-apply-start-reception.html>

The decision whether to grant delayed admission will be made by the Principal of the School.

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

### **Delaying Entry to a Reception Class and Part-time Attendance**

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

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year. Parents can also request that their child attends part-time until the child reaches compulsory school age. Either type of request will be considered by the principal in circumstances where it appears to be in the best interest of the child.

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.