

Admission to **Primary School** and other general information

School Year | September 2025 to July 2026

**Make the
application
even process
easier**



City of
Doncaster
Council

www.doncaster.gov.uk/admissions

Possible Changes After Publication

The information given in this booklet has been checked and at the time of writing (September 2024) is as accurate as can be. Unavoidable changes may however occur between this date and the date of admission to school in September 2025.

You can now apply Online

Doncaster Council is now operating an on-line admissions service to enable parents to apply via the internet at www.doncaster.gov.uk/admissions

You will be given your decision on offer day.

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.

To access the service, follow the instructions on the website.

Important!

If you are applying for a **voluntary aided school** it is likely that you will need to complete and send in a separate additional information form, available on our web page www.doncaster.gov.uk/admissions or from the School. Further information is found on page 12.

You can apply on-line or make any changes to your application until 15 January 2025.

If you have any questions when completing your form please contact the Admissions Team by email at the following address: admissions@doncaster.gov.uk or telephone 01302 737262.

Remember to submit your application before the closing date and make sure you receive your email to confirm this.

Important!

Co-ordinated admission arrangements are now in place in Doncaster.

Co-ordination

Briefly, you can list up to **three preferences** on your application which you must submit to your **home Authority**, i.e. the area in which you live.

Each Admission Authority (responsible for admission to the school) decides whether a child is **eligible** for a place at the school using their admission criteria.

The home authority then offers one place in accordance with its published scheme. In Doncaster, this is at the school which you ranked highest on your application at which the pupil is eligible for a place.

Residents of other areas should see Appendix 5 for more information.

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What you need to do – a summary

Year of Entry Admissions – to start in September 2025 Pupils with dates of birth 1 September 2020 to 31 August 2021

- It is very important that you read the booklet!
 - Apply online at www.doncaster.gov.uk/admissions
 - Choose up to three schools and rank them in order on the application (include preferred schools **outside Doncaster**).
 - If one of your choices is for a **Roman Catholic** school:
Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.
 - If one of your choices is for a **Church of England** school:
Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.
- . Submit your Application by **15 January 2025** and make sure you receive your email to confirm this.

Decisions will be emailed on 16 April 2025

Important!

- Your child can only be considered for a place, if you apply,
- Doncaster Council will not be held responsible where a place was not offered as a result of an error made by you because you have failed to read this booklet.
- With co-ordinated admission arrangements, a Headteacher or their representative can not offer a place in a school, places will be offered by the Council on behalf of the relevant admission authority.
- Different arrangements will apply for 11+ Year transfers.

Key Phrases

Additional Information Form

If you are applying for either a Church of England school or a Roman Catholic school they are likely to need additional information about you and your child. See Part 3.

By completing an additional information form, this will allow the aided school to consider your eligibility for a place at their school and put you in the correct category.

In Year Transfers

These are applications for a place in a schools year of entry after September and for admission to all other year groups.

Application

This is the ONLINE application form for you to apply.

You can list up to three schools and these can be in any authority.

Doncaster/The Council

Any references contained within the booklet to 'Doncaster' or 'the council' means the area covered by Doncaster Council.

Eligible For A Place

This means that the admission authority has considered the application and either; the number of applications is below the Admission Number or it is oversubscribed but the pupil is in a higher criteria when compared to other pupils. It does not necessarily mean that the pupil will be offered a place – see offer of a place.

Living or Ordinarily Resident

References contained within the booklet to where a child is 'living' or 'ordinarily resident' means where a child is habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. It is for parents to satisfy the admission authority of their circumstances relevant to the application.

LA

LA refers to a Local Authority responsible for the administration of co-ordinated admissions and the admission of pupils to community schools.

Offer of a Place

A pupil will be offered a single place at the school which is the highest ranked place on the application at which they are eligible for a place.

Parents

Where the word parent appears, it extends to any person having parental responsibility for a child in accordance with the terms of the Children Act 1989 – see Part 6.

Preferred Schools (Preference)

You may list up to three schools which you **would wish your child to attend** on your application.

Qualifying Scheme

All Local Authorities (LAs) will have a qualifying scheme for co-ordinating the arrangements for the admission of pupils.

Rank order

The order in which you have to list up to three schools on your application.

Part 1 Enquiries and Feedback

General Enquiries

The council is determined to provide the best service possible within available resources.

The service will continue to improve more quickly if you, the customer, give us your views, and tell us what we are doing wrong and what we are doing right. We are keen to have your views, or suggestions, about:

- the kind of services we provide
- the way they are provided
- decisions not to provide a service
- the levels of service

If you have a complaint, a copy of the Council's complaints procedure is available from the address below:

City of Doncaster Council
Civic Building
Waterdale
Doncaster
DN1 3BU

Web: www.doncaster.gov.uk

Admission Enquiries

Doncaster Council's School Admissions Team can provide further advice and guidance regarding the admission process. They can be contacted at the address given above either in person or in writing.

Telephone: 01302 737262

Email: admissions@doncaster.gov.uk

Contacting Schools

Further information about contacting schools can be found in Part 2.

Concerns about School

As parents, you should always try and resolve any problems or concerns about your child's education with your child's teacher or Headteacher. However, if you are unable to resolve them by this means, you should refer the matter to the Chairman of the Schools Governing Body. Contact details are available from the school, which may also have their own complaints procedures.

Part 2 Information about Schools

Pyramids and Catchment Areas

In Doncaster, schools are arranged into 'pyramids' based upon a number of primary schools linked with a secondary school. The area which a school serves, is referred to as a 'catchment area'. Each address in Doncaster has a catchment area school and most parents apply for their children to attend their local school.

- A map of Doncaster can be found in Appendix 1
- A list of the pyramids and link schools can be found in Appendix 2
- A list of schools can be found in Appendix 3
- Information on catchment areas is available at www.doncaster.gov.uk/admissions or from the School Admission Team

In Doncaster there are:

- 82 (ages 4 to 11) Primary or Junior and Infant Schools
- 9 (ages 4 to 7) Infant Schools
- 7 (ages 7 to 11) Junior Schools

There are three types of Admission Authorities who set and deal with their own policies, in accordance with the guidance in the Admissions Code.

Community Schools

These are non-denominational and the council sets and applies the admission criteria for these schools.

Voluntary Aided Schools

Each school's Governing Body is responsible for their admissions.

Academies

The Governing Body is responsible for setting the Admission Policy. Alternatively they may ask the Council to apply their set criteria on their behalf.

No school mentioned in this booklet admits children on the basis of selection by ability or aptitude. Each is a day school and admits both girls and boys. There are no arrangements for admitting children to non-maintained or private schools other than children with an Education, Health and Care Plan.

Schools Outside Doncaster

For information on schools outside of Doncaster contact the Home Authority. Details of our neighbouring local authorities can be found in Appendix 5.

Change of School Status

If a school changes its status (i.e. becomes an Academy) before decisions are made, the Community School Admissions Policy will be applied in cases of oversubscription.

Admission Numbers

Each Admission Authority has to consult on and publish annually the total number of children to be admitted to the relevant age group in each school. The relevant age group is 'an age group in which pupils are, or will normally be admitted to the school in question'. In the case of admission to primary or infant schools, this is the reception class and in junior schools, this is year 3.

The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the council consults with the Governing Body of the school before the admission number is set.

The admission number for September 2025 for each school is given in Appendix 3.

Contacting Schools

Specific enquiries regarding each school should be made to the school concerned. You may wish to visit schools before making your final choice. Their telephone numbers and addresses are in Appendix 3.

Feedback from parents has shown that you require more detailed information about schools. This is available from the school or you may also wish to visit the school's website for information, including uniforms, policies, session times, National Curriculum Assessment results etc.

You may wish to visit your chosen school, however, with co-ordinated admissions, your child will only be able to attend that school if they have been allocated a place in writing by the council.

School Performance Tables

Copies of the tables covering this area are available from the following website:
www.compare-school-performance.service.gov.uk

Part 3 Making an Application

Year of Entry Admissions – to start in September 2025

Part 3 gives advice about when a child becomes statutory school age and the application process for them to start in a schools year of entry in September 2025, i.e.

- Into a reception class in Primary or Infant Schools, or
- Into Year 3 in a Junior School

Further guidance on in-year transfers at other times is given in Part 4.

When to Apply – Admission into Reception Classes

Schools in Doncaster admit children to reception classes in September at the start of the school year if they have had their fourth birthday on or before 31 August, i.e. children with dates of birth from 1 September 2020 to 31 August 2021 will be admitted to reception classes in schools during September 2025.

No priority is given to pupils already attending a nursery at the school. A separate application is required.

Important!
The closing date is 15 January 2025

Why should I apply?

If you don't, your child can not start school with other children. But, will have to start; when they become statutory school age and in the majority of cases in their correct year group. Delaying may mean the places are filled and a place may not be available for your child. However, applications received after the closing date will be processed.

Deferred Entry

Children are required by law to start school if their fifth birthday is between:

1 April and 31 August	at the start of the Autumn term; (normally in September)
1 September and 31 December	at the start of the Spring term; (normally in January)
1 January and 31 March	at the start of the Summer term. (normally in April)

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 admission authority, responsible for admission to the school will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the head teacher and 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).

Further guidance and the form can be found at <https://www.doncaster.gov.uk/services/schools/primary-admissions>.

If you choose to defer entry, you should still apply for a reception place by the closing date. In which case, if your application is successful you should **write to the school** immediately to tell them of your wishes and ask that they confirm **in writing** that a place will be held open. The place will then be reserved but only until the beginning of the summer term in that school year. Your child should then start in the reception class by no later than the start of the summer term.

Remember!

If you do not apply, your child will not be able to start at school and will have less chance of a place at your preferred school.

When To Apply – Transferring To A Junior School (Year 3)

Children in Year 2 of an infant school will normally transfer to Year 3 in a junior school and will start in September 2025.

Early in the Autumn term, children attending Doncaster infant schools will be given a letter with a mini guide explaining the procedure to apply for a school.

You can also apply for a place in a junior school, if your child is not attending an infant school in Doncaster.

Important!

The closing date is 15 January 2025

Why should I apply?

You must apply to have the best chance of getting a place at your preferred school. If you apply late your application will be considered, but may have less chance of success.

How To Apply

Where do I apply to?

Depending on where you live and which schools you wish to apply for will decide;

- Which local authority to apply to;
Which additional information form(s) to complete.
- **If you live in Doncaster**

Apply online to Doncaster. List up to three schools, including any outside Doncaster.

If one or more of your schools are outside Doncaster, you are strongly advised to request the Authority's Admission booklet.

- **If you live outside Doncaster**

You will need to apply on your home Authority's application form.
List the schools you wish to apply for, including any in Doncaster.

Apply Online

You can now apply online at www.doncaster.gov.uk/admissions
See page 2 for more information.

How do I apply?

You can list **up to three** schools either in Doncaster or in any other Authority.
To assist you in making your decision, information on applications for last year is given in Appendix 3.
This is to be used as a guide and does not take into account any late applications or appeals.
Do not include Independent fee charging schools.

Is the order I put the schools in important ?

YES, the order in which you put the schools may affect which place you will be offered, if you are eligible to more than one.

If you are eligible for a place at the school you have put first on the form your child will be given a place there and not any other school.

Further information is available in the following section and by reading the admission policies for the schools which you are considering.

Do I need to fill in an Additional Information Form?

If you are applying for a place in an aided school, it is likely that they will need an additional information form available on our web page www.doncaster.gov.uk/admissions or from the School.
This must be returned to the requested school.

By completing an additional information form, this will allow the aided school to put your child in the correct criteria and properly consider their eligibility for a place.

Which additional information form do I complete?

This depends upon which school you are applying for.
There are separate additional information forms for Catholic Schools and Church of England Schools.

Why should I apply?

Apply to have the best chance of getting a place at your preferred school.

Any delay may mean the places are filled and a place may not be available for your child.

**Make sure you submit your completed application and
receive an email to confirm this by
15 January 2025**

Important!

Any place offered on the basis of a fraudulent or intentionally misleading application may be withdrawn, e.g. giving a false address.

What happens if I don't apply?

Your preferred school may be filled and your child will not then be able to attend that school.

If you are resident in Doncaster and your child is in an infant school, we will write to you and allocate your child a place at a school, which has places left. This will be done after all applications have been processed.

What do I do if myself or my child changes address?

You must write and tell Doncaster Council's School Admissions Team, providing some proof, i.e. a council tax or utility bill. This information will only be used to assess where you or your child are ordinarily resident and from what date. It may be necessary for you to provide further proof as required and eligibility to transport may be affected.

What do I do if my child or their sibling changes school?

You must tell Doncaster Council's School Admission Team, either by telephone or in writing.

What happens to my application?

With co-ordination, there will be two stages:

Stage 1

Will be about **eligibility for a place**, and this will be decided by individual admission authorities

Stage 2

Will be **the offer of a place**, and this will be at the highest ranked school on your application at which your child was eligible for a place. If we are unable to offer a place at any of your three preferred schools your child will be allocated a place at an alternative school.

Stages 1 and 2 are explained in detail on the following pages.

Stage 1 Eligibility for a place

All Admission Authorities are required to have a policy which describes how places in schools are allocated.

Each authority will consider your application carefully and fairly and decide whether or not you are **eligible for a place** according to the policies and criteria described in Appendix 4.

How are applications decided?

The procedure for deciding eligibility is in line with policies and criteria agreed by the relevant Admission Authorities in accordance with statutory guidance and the Department for Education's School Admissions Code.

Demand for places in schools varies due to the number of applications received and because of different numbers of children in year groups.

Appendix 4 contains each Authority's Admission Policy which they apply when there are more applications than there are places available. The school admission numbers are shown in Appendix 3.

All preferences equal

Each preference will be considered by the appropriate admission authority in accordance with their published policy and admission criteria (see Appendix 4). All admission authorities are required to ignore the order which you have listed the schools on your application and will use **its criteria** to decide whether or not the pupil is eligible for a place.

For example:

Whether or not you have placed a school, first, second or third on your application will not be taken into account. The admission criteria will be used to determine whether or not your child is eligible for a place.

Important!

Although a place at a catchment area school is not guaranteed, you should consider listing this school on your application in case you are unsuccessful for a place at an alternative school.

Stage 2 The offer of a place

A pupil will be offered a place at a school which is ranked highest on your application form at which they are eligible for a place.

With co-ordination on the offer day you will receive one of the following 8 outcomes.

Preferred Order (Ranked)	Requested Schools	The outcome/s of your preference/s							
		1	2	3	4	5	6	7	8
1st	School A	E			E	E	E		
2nd	School B	E	E		E			E	
3rd	School C	E	E	E		E			

E = Your child is eligible for a place

Summary of Decisions

Response from the Council EMAILED on 16 April 2025.

- 1 The pupil is eligible for places at **ALL** schools and will be offered a place at school **A**.
- 2 The pupil is eligible for places at schools **B and C** and will be offered a place at school **B**.
- 3 The pupil is eligible for a place at a school **C** and will be offered a place at school **C**.
- 4 The pupil is eligible for a place at schools **A and B** and will be offered a place at school **A**.
- 5 The pupil is eligible for places at schools **A and C** and will be offered a place at school **A**.
- 6 The pupil is eligible for a place at school **A** and will be offered a place at school **A**.
- 7 The pupil is eligible for a place at school **B** and will be offered a place at school **B**.
- 8 The pupil is not eligible for a place at a school and will be allocated a place at the nearest community school in Doncaster with vacancies.

Important!

With co-ordinated admission arrangements, a Headteacher or their representative can not offer a place in a school, places will be offered by the council on behalf of the relevant Admission Authority.

How will I know when they will start at their new school?

Your child's school will give you a start date. Your child should start at their new school within two weeks of the start date offered, otherwise the offer of a place will be withdrawn.

If you make a further application to the council and this is successful, any previous offer of a school place will automatically be withdrawn.

What happens if my child is refused a place?

Your child's name may be added to a waiting list. You will also be able to appeal to an Independent Appeals Panel against any decision made in relation to your application.

You may contact the council for advice and details of schools with remaining places and apply for a place in another school by completing a new application form.

If you live outside of Doncaster you should contact your home Authority for advice.

For Doncaster residents

You will be offered a place at another school if you live in Doncaster and:

- your application is refused and you do not have a place elsewhere.

Places are allocated on the following basis:

- If a place is still available at your catchment area school, after all those who have applied by the closing date have been processed, your child will be allocated a place there.

If not, a place will be allocated at the nearest school to your home address with places (taking into account the Councils Home To School Transport policy).

- You will be expected to take up the allocation within two weeks of the start date given by the school, otherwise the offer of a place will be withdrawn.

If you make a further successful application any previous offer made will automatically be withdrawn.

If you make a further unsuccessful application, no new allocation will be made.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading application may be withdrawn, e.g. giving a false address.

It is for parents to satisfy The Council of their circumstances as they apply to the admission criteria at the time of application.

The Right Of Appeal

You are able to appeal to an Independent Appeal Panel against any decision made regarding your application for a school place.

There will be one of two reasons why your child will not be offered a place at the school(s) for which you expressed a preference:

Reason 1

The number of applications exceeded the admission number of the school. To admit any further pupils would prejudice the provision of efficient education or the efficient use of resources.

Reason 2

You were offered a place at a higher ranked school on your application form.

Brief guide to the appeal process

- You should request an appeal form and lodge your appeal within 20 school days of the date of your decision letter (different arrangements will apply for different types of schools).
- You will receive further details regarding the appeal process but you should retain this booklet for information.
- Appeals should be made on the appropriate form in writing.
- You will be given at least 10 schools days written notice of the arrangements for the appeal hearing, together with written documentation summarising the reasons for refusing admission.

Only your written appeal and anything you, may say at your appeal, will be taken into account by the Appeal Panel. 

- The decision of the Appeals Panel is binding upon both parents and the admission authority,
- 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 change in the circumstances of the parent(s) and/or the school, the admission authority is not required to reconsider its decision and you will not have the right to another appeal.
- Where information was known at the time of the original appeal, but parents chose not to use it, this will not be considered at a later date as additional information or a change of circumstances.

Hearing Dates

- Appeals relating to applications announced on national offer day will be heard within 40 school days of the appeal deadline date.
- Appeals relating to late applications will be heard within 30 schools days of the appeal being lodged.

Class Size of 30 Appeals

Under current legislation, with limited exceptions, the size of classes in Key Stage 1 (i.e. Reception, Year 1 or Year 2 classes) is limited to 30. An Appeal Panel is only allowed to consider the case and can only allow an appeal if, either the decision made was not one which a reasonable Admission Authority would have reached or that your child was not offered a place because the published admission policy had not been followed correctly.

At the hearing, you will be able to ask questions in respect of the admitting authorities case, as will the Appeal Panel. You will also have the opportunity to explain your reasons for appealing and may also be questioned. However, you should be aware that whilst your individual circumstances are relevant to an appeal, these are but one of many relevant factors in an appeal.

If you have language difficulties and cannot obtain the assistance of an interpreter to help you present your case at the appeal hearing or if you need assistance due to a disability contact The Council for advice.

How do waiting lists work?

In Doncaster, each admission authority will decide how their year of entry waiting list will work. Waiting lists are normally established once a year group has reached its Admission Number. Places are strictly prioritised in criteria order and no priority will be given to the date of receipt of a form.

In the past, few places are allocated from the waiting list, particularly when there have been successful appeals.

• Community Schools

Pupils will be added to the waiting list(s) of community schools if they are refused a place at schools which were ranked higher than the place offered. Waiting lists will operate until the end of the autumn term.

If you make further unsuccessful applications or appeal for a school which is ranked lower than the school at which you were offered a place, your child's name will also be added to the waiting list of that school. If you accept a place at an alternative school, your child's name will not be removed from any waiting list(s) they have been placed on.

When a place does become available it will be allocated to the child at the top of the list on the day that the Council receive written confirmation of the vacancy.

If your circumstances change, i.e. if you change your address, write to The Council, providing some proof i.e. a council tax or utility bill. Your place on the waiting list will then be reviewed.

• Aided Schools

You should contact the school for advice and contact them if you change your address.

• Academies

In the majority of cases the arrangements are the same as those for community schools. Further information is available from the school.

What do I do if I change my mind before 15 January 2025

You may be able to make changes to your on line application form by logging back into your account and editing your application (you MUST re-submit your application and ensure you receive your confirmation email) or by contacting the Admissions Team - see details below.

You can contact the Admissions Team on **01302 737262** or email [**admissions@doncaster.gov.uk**](mailto:admissions@doncaster.gov.uk), for further advice.

What do I do if I change my mind after 15 January 2025

An application after 15 January 2025 will be dealt with as a late application, after all those received by that date are considered. Please email any 'change of mind' requests to The Admissions Team - admissions@doncaster.gov.uk.

No decision will be taken until after the announcement date of 16 April 2025.

You are also advised to contact Doncaster Council's School Admissions Team for advice.

How do I apply for a place outside Doncaster?

If you live in Doncaster, include it in your application.

If you have included an aided school in one of your choices, remember to fill in the related additional information form(s) and send it directly to the school.

What if I live outside Doncaster?

Contact your home authority and fill in their Application.

If you have included an aided school in one of your choices, remember to fill in the related additional information form(s).

Admission to Schools for Children of UK Service Personnel

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice. Although the Local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to their area some months in advance and may allocate a school place where the school has a place available.

Where the preferred school is full the Authority may reconsider the application at the request of parents. The Authority will take into account the circumstances of the family and the needs of the child in determining whether to offer a place.

Part 4 In-Year Transfers

This section only applies to applications for Doncaster schools:

- for a place in Reception or year 3 in a Junior school after 1 September 2025, or
- for admission to all other year groups.

Brief details are given below and further information is available from the Council or your preferred school.

Making an application

The process for in year transfers requires all applications to be made to the Council who will co-ordinate the process with the relevant schools. You should complete an **ONLINE application**. If an Admission Number for a school has not been reached, an Admission Authority cannot lawfully refuse an application for that school except in certain circumstances – either; where the school to be named in an Education, Health and Care Plan cannot meet the needs of a pupil or a child has been permanently excluded from two or more previous schools. In addition, a child may be admitted or refused a place through the In Year Fair Access Protocol, whether a school may be full or not.

Important!

A Headteacher or their representative can not offer a place in a school, except in the case of Voluntary Aided Schools only then if this power has specifically been delegated to the headteacher by the school's Governing Body.

What happens if the application is refused?

You will be offered the right of appeal to an Independent Appeals Panel.

You should contact your home Authority for details of schools with places and you may apply for a place in another school by completing a new application form.

Part 5 Transfer between Schools for Children with Special Educational Needs

Introduction

Many children will, at some stage in their educational career, experience barriers to or difficulty with their learning. About one fifth of all children may be expected to experience longer-term difficulties accessing some part of the academic or social curriculum. The majority of children with special educational needs have their needs met by their mainstream school.

For a small minority of children their needs and rate of progress evidence the importance of them having a formal assessment of their special educational needs. At the conclusion of this, a proportion of children are provided with an Education, Health and Care Plan (EHCP)

All schools in Doncaster comply with the requirements of the Code of Practice for Special Educational Needs and have a Special Educational Needs Policy that details how the school will support children with additional needs. If your child is experiencing difficulty with his/her education please discuss your concerns firstly with your child's class teacher. If your concerns persist please make an appointment to see either the Headteacher or the school's Special Educational Needs Coordinator (SENCO).

Parents and carers are central to the development and educational progress of children. SENDIASS helps to open up positive dialogue between parents, carers, young people, schools, local authority (LA), health and voluntary bodies. The service operates independently, it is impartial and works to empower parents to feel confident to support their own child or children in decision making processes. The Service may be contacted by parents, carers and young people on 01302 736920. Further details on the service can be found on page 27 or through the website.

Children without an Education, Health and Care Plan

If you are concerned about the admission to or transfer of schools for your child who has special educational needs but not an Education, Health and Care Plan you should first discuss your concerns with your child's current Headteacher. You can ask to meet the SENCO of the school you are considering for your child. He or she will be able to supply you with a copy of the school's Special Educational Needs Policy and describe the types of support available within that school. Arrangements can also be made, if necessary and with your permission, for the transfer school SENCO to discuss your child's particular needs with his/her current school.

Children with an Education, Health and Care Plan

An Education, Health and Care Plan must name the school the child attends, and the procedure followed to amend the Plan to name a new school are those that are specified in the Code of Practice for SEN. We are required, wherever possible, to place children in accordance with parental preference through the formal consultation process and must consult any setting specified by a parent or carer and if the school requested by parents can meet the child's needs and the request does not compromise the efficient use of resources or the efficient education of other children. In Doncaster, a wide range of educational provision is available for children with identified barriers to learning. The requirements of the Code of Practice for Special Educational Needs are implemented and these ensure that children with an EHCP are not disadvantaged in their choice of school at any age.

The Statutory Review of your child's ECHP, held in the year prior to their admission to school (during nursery), or during National Curriculum Year 2 (aged 6–7 years) for those children who attend infant schools, or during Year 6 (aged 10-11 years) is expected to consider your child's future school placement. This will provide you with sufficient time for you to make any necessary enquiries before you have to make a decision on which school/s to request. The statutory deadline for naming a school in section 1 in the above scenario is the 15th February of the year in which this transition takes place.

If your child has an ECHP you should discuss the admission process with the child's current educational setting and through the statutory annual review process in the Autumn term.

Part 6 General Information

Aid to Pupils

Entitlement to free school meals.

You can get free school meals for your child if:

- you get Income Support or income based Jobseeker's Allowance, income related Employment and Support Allowance: or
- you get Child Tax Credit, but you do not get Working Tax Credit and your income does not exceed the relevant threshold; or
- you get support under part 6 of the 1999 Immigration and Asylum Act
- guaranteed element of State Pension Credit

Details of how to apply are available from the Council at www.doncaster.gov.uk or by telephone 01302 736000.

Transport to and from School

Doncaster Council, in conjunction with the other South Yorkshire Authorities and South Yorkshire Mayoral Combined Authority (SYMCA) have created a Youth Charter which promotes positive behaviour when travelling on public transport to school and outlines everyone's role and responsibilities when using these services. Further details can be found at www.travelsouthyorkshire.com/en-gb/about/youth-charter.

Additionally, further information about the availability and entitlement to home to school transport is available in the Council's home to school transport policy which can be found at www.doncaster.gov.uk/services/schools/education-transport.

A copy of the council's Home to School Travel Assistance Policy is also available from the Travel Assistance Service, telephone 01302 737325.

Free Transport

Pupils will be entitled to free travel assistance to and from school if their school is:

- their nearest or catchment area school, or
- the school at which the council allocated a place as a result of an unsuccessful parental preference for another school (unless following the allocation, you change your address) and provided they are:
- under the age of 8 and live more than two miles from the nearest/catchment school, measured by the nearest available walking route, or
- over the age of 8 and live more than three miles from the nearest/catchment school by the nearest available walking route.

Families on Low Income

In addition to the above the following categories of entitlement to free transport have been introduced for families on low income (i.e pupils in receipt of Free School Meals or families on Maximum Working Tax Credit or Universal Credit). Primary Pupils aged 8 –11

- attending the nearest school and the distance is over 2 miles from home.
Secondary Pupils aged 11–16
- attending any of the three nearest schools between 2 and 6 miles from the pupil's home.
- attending the nearest school preferred by reason of the parents religion or belief, and the distance is over two miles and up to 15 miles from the pupil's home.

Public transport is used wherever possible, and zero rated bus passes will be issued to pupils entitled to free transport.

It is parents' responsibility to accompany their child to and from the bus stop and during the journey if they feel it is necessary.

Pupils not eligible for free transport

Pupils not entitled to free transport can travel at the concessionary rate, as long as they have a Zoom Under 16 Travel Pass issued by the SYMCA. Other concessionary fare passes are also available for older pupils and students. Further details can be obtained at www.travelsouthyorkshire.com/en-gb/ticketsandpasses.

The Council is not able to guarantee travel arrangements to any school as these arrangements are in the hands of the bus operators and/or SYMCA.

When stating a preference for a particular school parents/carers should be aware that, unless they are eligible for assistance as mentioned above, they will not be able to receive any assistance with the cost of transport to school. Additionally, when choosing a particular school, they should also consider the impact that any future service alterations may have on a pupil's ability to travel to that school.

Special Educational Needs Transport

For pupils who have an Education Health and Care Plan and are eligible for assistance we have a range of Travel Assistance options available. Parent will need to request a Travel Assistance Application Form from either their SEND Officer or the Travel Assistance Service so that their request can be considered.

The travel assistance arranged will be the most appropriate taking into account the child's age, safety and needs.

It will normally be either the provision of a zero rated bus pass, independent travel training, mileage allowance/personal budget, coach, minibus, taxi or specialist vehicle. Full details are held within the Travel Assistance Policy which can be found at: www.doncaster.gov.uk/services/schools/education-transport

For pupils traveling in a coach, taxi or minibus, all pupils will be picked up, and dropped off, at the most convenient point nearest to their home address having due regard to their needs and safety. Pupils will only be picked up or dropped off from outside their home address if their needs require it. The bus pass will operate from the bus stop nearest to the pupil's home.

Further Information

If you require any further information about transport please contact Doncaster Council's Travel Assistance Service at transport@doncaster.gov.uk or telephone 01302 737325 / 737496 / 736002.

Charges For School Activities

Where education is provided wholly or mainly during school hours it should be free.

This applies to all events and activities. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc.

However, schools may ask parents for a voluntary contribution towards:

- School equipment
- Activities which take place during school hours
- School funds generally

The contribution must be genuinely voluntary and the children of parents who are unable or unwilling to contribute may not be discriminated against. However, parents should be aware that where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled. The following are the exceptions:

1 Residential Trips

Schools are able to charge parents for board and lodging costs for residential trips.

The exceptions are parents who receive:

- Free school meals
- Income support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit providing the parent is not entitled to Working Tax Credit and whose annual income does not exceed the limit stated by the Inland Revenue
- Guaranteed element of State Pension Credit

These parents must have board and lodging costs refunded if the trip takes place mainly during schools hours. They must also have fees remitted to them if the trip is outside schools hours, but is either part of the National Curriculum, part of the syllabus towards a prescribed examination (e.g. GCSEs) or part of the syllabus for religious education.

2 Instrumental Music Lessons

The other exception is for instrumental music tuition where a charge may be made for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination (e.g. GCSEs) or is required by the National Curriculum, when a charge is allowed.

Children in Entertainment

In order for a child or young person to be involved in any kind of public performance or in entertainment a licence must have been issued beforehand by the council. A licence application form has to be completed along with a medical declaration form.

Further information about this and application forms are available on Doncaster Council's webpage: <http://www.doncaster.gov.uk/services/schools/attendance-and-pupil-welfare-service>

Educational Psychology Service

Doncaster Council's Educational Psychology Service exists to support the psychological and educational development of all children and young people in Doncaster who encounter barriers to effective learning. Through the application of psychology and child development principles it provides a service to children, young people and their families, as well as to schools.

The balance of work carried out by Educational Psychologists is increasingly shifting more towards working with the key adults closely involved in children's lives - parents/carers and staff in schools, with perhaps less direct involvement with children and young people for routine, one-off assessment work. However there will always be times when individual work with children and young people is appropriate in delivering support for prevention and early intervention work.

Educational Psychologists work across the full age range 0-19 years although the majority of their time is focussed on the years of statutory education in years 5-16.

Access to the Educational Psychology Service

The majority of time available is spent on school-related work including providing psychological advice, attending school reviews and planning meetings with staff and parents, where appropriate. Where there are educational concerns about children and young people's learning, development or behaviour, the first port of call for families will always be to discuss these with school staff, including the SENCO. Schools are best placed to determine if and when additional professional advice is needed, including contact with their named Educational Psychologist.

There is a range of publications on learning and behaviour produced by Doncaster Council's Educational Psychology Service for which a nominal charge is made to cover printing costs. Further details are available from the Educational Psychology Service, telephone: 01302 737291 or email educationpsychology@doncaster.gov.uk.

Education Other Than At School

The way in which the Council currently provides education other than at school is as follows:-

Pupil Referral Units (PRUs)

Pupil Referral Units provide education and support for complex pupils who are at risk of exclusion or who have been permanently excluded, display high level behaviour beyond the remit of mainstream school. All other permanently excluded pupils should be managed within the learning centres or re-allocated another mainstream school.

The Levett School, lower site (Reception to Year 6)

Maple Medical incorporates Hospital Teaching and the Link Centre.

Inclusion Panel - Pupils can be referred to panel to access high quality, bespoke provision to include therapeutic intervention. The provision is quality assured and managed on a clear framework, it is time-bound, LA monitored and reviewed and requires the full commitment and involvement of the referring school.

Attendance and Pupil Welfare Service (APWS)

Doncaster Council has a statutory responsibility of ensuring every child receives a suitable education appropriate to their age, ability and aptitude, by either attendance at school or otherwise. This includes supporting schools to ensure children have good attendance.

Doncaster Council's Attendance and Pupil Welfare Officers work closely with your child's school to provide advice, guidance, and support to ensure your child attends school regularly.

Information can be found here:

www.doncaster.gov.uk/services/schools/attendance-and-pupil-welfare-service .

You can contact APWS by [email: APWS@doncaster.gov.uk](mailto:APWS@doncaster.gov.uk) or by telephoning the duty line: 01302 736504.

Attendance

Children need to attend school regularly if they are to take full advantage of the educational opportunities available to them. Absence hinders a pupil's progress and leads to poor educational outcomes.

Parents and carers of children of compulsory school age (5–16) are required by law to ensure that their children receive a suitable full-time education, however, parental responsibility extends beyond securing regular school attendance. You should ensure that your child arrives at school punctually and ready to learn. We expect schools to work in partnership with you to ensure your child attends regularly, engages in learning and follows the school code of conduct.

Importance of Regular Attendance at school

Attendance is monitored regularly by your child's school; they will contact you if there are concerns and may refer to us for further interventions if your child's attendance is not good or has not improved over a period of time. We can issue a fixed penalty notice or take court action under Section 444(1) of the Education Act 1996.

Absence from school can only be approved by the Headteacher who can refuse to authorise an absence if they do not believe the circumstances justify the absence.

You can read the government guidance here:

www.gov.uk/school-attendance-absence

Holidays in Term Time

When you are planning your holidays, you should take them when the school is closed. If there is a reason why this is not possible, contact your child's school as only the Headteacher can authorise a leave of absence (holiday) in term time for exceptional circumstances.

Where the headteacher does not authorise your request, the absence will be marked as an unauthorised holiday and the school will ask us to issue you with an Education Penalty Notice. If you have any enquiries regarding attendance, you should contact your child's school in the first instance so they can work with you to support your child to attend and engage fully in learning.

Parent Partnership Service

All local authorities are legally required to provide impartial information and support to parents and carers, children/young people regarding special educational needs and disabilities (SEND). In Doncaster, the SENDIAS SAIDSEND service (known as SAIDSEND) is a free, confidential and impartial service for parents and carers, children and young people (up to 25 years). The service can:

- Listen to your concerns regarding SEN matters.
- Give advice and support in relation to SEN Support Plans and Education Health Care plans (EHCP) and process, which may include attending meetings and future reviews.
- Explain the law and your rights.
- Help you understand educational support in schools, colleges and other educational settings.
- Give advice and support to promote the active involvement of parents, carers, children and young people in all decisions about outcomes in mainstream or special school and in education setting.
- Help open up positive dialogue when disagreements happen between parents, carers, young people, schools, local authority (LA), health and voluntary bodies.
- Signpost families to relevant support groups and services.
- Support parents and young people to access the independent SEN Mediation Service and advise on the procedure for appeals to the SEN and Disability Tribunal.
- Advise and help to promote independence and empower parents, self-advocacy for children, young people.
- Provide specialist individual support to parents, carers, children and young people who are involved in an Education, Health and Care (EHC) Assessment.

The Service may be contacted on 01302 736920 and you can find further information at

www.doncaster.gov.uk/services/schools/sendias

This is a self-referral service only which can be accessed by parent, career's and children/young people.

Responsibilities Of Parents

Children Act 1989 and the Adoption and Children Act 2002

The Children Act 1989 and the Adoption and Children Act 2002 replaced the many different laws on parental rights and duties with a single concept of 'Parental Responsibility'. It introduced changes about who has parental responsibility, how it can be gained and lost, and the way it can be shared. A Court Order may also limit parental responsibility.

Please ensure that the school is informed of anyone with parental responsibility relating to the child and about any Court Orders in operation.

The Act has major implications for schools and the council. It will be necessary for schools to periodically ask you to provide them with information about who may have parental responsibility for your child and whether this is limited by a Court Order. They will also need to see documentary evidence, if necessary. Please provide the information requested so that schools may comply with their legal responsibilities.

If you believe that the Children Act, and particularly the law relating to parental responsibility, may affect you, you may need to seek legal advice. You may also wish to contact Doncaster Council's Education Welfare Service telephone: 01302 736504.

School Governors

Every school has a Governing Body, which, together with the Headteacher, fulfil a range of functions relating to the running of the school. For example, Governors manage the budget, appoint staff including the Headteacher, set and monitor the school's aims and policies and ensure that all pupils have access to a broad and balanced curriculum.

Governors are elected or appointed to represent parents, school staff, the council, local community and, in the case of church schools, the local Diocese. If you are interested in becoming a Governor and would like information about their role and responsibilities please contact Doncaster Council's Governors Support Service telephone 01302 737193 or visit the website at www.doncaster.gov.uk/services/schools/school-governors

School Meals

Our meals offer an exciting choice of healthy, fresh food at excellent value.

We believe that school meals represent the best option in terms of contributing to a healthy diet and value for money, when compared to other sources of food available to children for their mid day meal. All our menus comply with current food and nutritional standards.

As well as offering a choice of meals each day in most schools, some schools have a 'family service' where two pupils serve their table with food. We also provide special menus for young people from different ethnic groups and where young people need to follow a special diet as recommended by a doctor or hospital, we can make suitable arrangements.

Since September 2006, our pork has been locally reared at Marr Grange.

Taster sessions are held in schools to introduce pupils to new dishes and receive feedback.

The service works closely with schools and can provide classroom support with nutritional talks and food sampling.

If you feel that your child may be entitled to free school meals, please contact us on 01302 735336. For information on the menus currently being served please contact the relevant school for further details.

School Milk

One third of a pint of milk is provided for each school child until the age of 7.

- Parents who qualify for free school meals receive the milk free of charge.
- Parents of other children are charged each term in advance after the age of five.



Guide to Pyramids of Doncaster Schools

1 Adwick

2 Armthorpe

3 Balby

4 Campsmount

5 Conisbrough

6 Danum

7 Don Valley

8 Edlington

9 Hall Cross

10 Hatfield

11 Hayfield

12 Hungerhill

13 Mexborough

14 Rossington

15 Ridgewood

16 Thorne

17 McAuley
(covers the whole of the
Doncaster Area)18 XP School & XP East
(prioritises DN1–12 and
S64 postcodes)

Please note: This is a representative map showing the areas covered by the pyramids and the DMBC boundary; it is not drawn to scale. DMBC excludes Green Lane, Barnburgh.

Catchment areas: details of a child's catchment area are given to parents at the time of application. Information on catchment areas is available on www.doncaster.gov.uk/admissions

**ADMISSION TO PRIMARY SCHOOL 2025
and Information on Places Offered on 16 April 2024**

**Outcome of Applications Received by the
Closing Date for September 2024**

School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Bawtry Mayflower Primary	Station Road, Bawtry, Doncaster, DN10 6PU	01302 710721	Community	11	4 to 11	40	191	29		1						
Bentley High Street Primary	High Street, Bentley, Doncaster, DN5 0AA	01302 874536	Academy	7	4 to 11	60	383	43								
Bentley New Village Primary	Asquith Road, Bentley, Doncaster, DN5 0NU	01302 874385	Community	7	4 to 11	50	249	30								
Bessacarr Primary	Ellers Avenue, Bessacarr, Doncaster, DN4 7DT	01302 535110	Academy	9	4 to 11	60	418	58	15	1	3	1				3
Branton St Wilfrid’s C of E Primary	Valley Drive, Branton, Doncaster, DN3 3NB	01302 537344	VA - CE	11	4 to 11	30	187	16		1						
Brooke Primary Academy	Wike Gate Road, Thorne, Doncaster, DN8 5PQ	01405 812200	Academy	16	4 to 11	60	310	27		1						
Canon Popham C of E Primary Academy	Church Balk, Edenthorpe, Doncaster, DN3 2PP	01302 884465	Academy CE	12	4 to 11	30	213	30	17		1					
Carcroft School	Owston Road, Carcroft, Doncaster, DN6 8DR	01302 722353	Academy	1	4 to 11	60	222	21								
Carr Lodge Academy	Grady Drive, Balby, Doncaster, DN4 8GA	01302 230700	Academy	3	4 to 11	60	426	60	15						2	5
Castle Academy	Station Road, Conisbrough, Doncaster, DN12 3DB	01709 513010	Academy	5	4 to 11	30	165	7								

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								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Castle Hills Primary Academy	Jossey Lane, Scawthorpe, Doncaster, DN5 9ED	01302 780246	Academy	7	4 to 11	40	246	21								
Conisbrough Ivanhoe Primary Academy	Old Road, Conisbrough, Doncaster, DN12 3LR	01709 862307	Academy	5	4 to 11	40	354	42		1						
Copley Junior	Cadeby Road, Sprotbrough, Doncaster, DN5 7SD	01302 856445	Community	15	7 to 11	56	197	55								
Crookesbroom Primary Academy	Crookesbroom Lane, Hatfield, Doncaster, DN7 6JP	01302 841337	Academy	10	4 to 11	30	207	30	4							2
Denaby Main Primary Academy	School Walk, Denaby Main, Doncaster, DN12 4HZ	01709 863622	Academy	5	4 to 11	40	140	20						1		
Dunsville Primary	Broadway, Dunsville, Doncaster, DN7 4HX	01302 882958	Academy	12	4 to 11	40	254	30						2		
Edenthorpe Hall Primary Academy	The Drive, Edenthorpe, Doncaster, DN3 2LS	01302 882381	Academy	12	4 to 11	30	192	18		4				4		
Edlington Victoria Academy	Victoria Road, Edlington, Doncaster, DN12 1BN	01709 862175	Academy	8	4 to 11	60	268	27								
Grange Lane Infant Academy	Grange Lane, Rossington, Doncaster, DN11 0QY	01302 868378	Academy	14	4 to 7	60	176	47		1				2		
Green Top	Middlebrook Lane, Thorne, Doncaster, DN8 5NS	01405 813181	Academy	16	4 to 11	60	394	52								

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								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Hatchell Wood Primary Academy	Plumpton Park Road, Cantley, Doncaster, DN4 6SL	01302 538108	Academy	9	4 to 11	60	419	43		2		2		2		
Hatfield Woodhouse Primary School	Main Street, Hatfield Woodhouse, Doncaster, DN7 6NH	01302 840448	Academy	10	4 to 11	30	191	21		1						
Hawthorn Primary	Elmham Road, Doncaster, DN4 6LQ	01302 535906	Academy	9	4 to 11	40	214	24								
Hayfield Lane Primary	Hayfield Lane, Auckley, Doncaster, DN9 3NB	01302 770427	Community	11	4 to 11	60	406	60	1		1		1			
Hexthorpe Primary	Urban Road, Hexthorpe, Doncaster, DN4 0HH	01302 852245	Academy	3	4 to 11	90	408	35						1		
Highfields Primary Academy	Market Street, Highfields, Doncaster, DN6 7JE	01302 72221	Academy	1	4 to 11	20	96	2								
Highwoods Academy	Highwoods Road, Mexborough, S64 9ES	01709 583273	Academy	13	4 to 11	30	190	24		2				1		
Hill Top Academy	Edlington Lane, Edlington, Doncaster, DN12 1PL	01709 863273	Academy	8	4 to 11	50	340	50								
Holy Family Catholic Primary	Kirton Lane, Stainforth, Doncaster, DN7 5BL	01302 841283	Academy RC	17	4 to 11	30	169	20								
Hooton Pagnell All Saints C of E Primary	Hooton Pagnell, Doncaster, DN5 7BT	01977 642054	Academy CE	1	4 to 11	10	82	14								

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School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Intake Primary Academy	Sidney Road, Intake, Doncaster, DN2 6EW	01302 344743	Academy	6	4 to 11	60	269	17		1				1		
Kingfisher Primary Academy	Coventry Grove, Intake, Doncaster, DN2 4PY	01302 349275	Academy	6	4 to 11	60	411	50								
Kirk Sandall Infant	Queen Mary Crescent, Kirk Sandall, Doncaster, DN3 1JT	01302 882221	Academy	12	4 to 7	90	209	58		1				1		
Kirk Sandall Junior	Magnolia Close, Kirk Sandall, Doncaster, DN3 1JG	01302 882827	Academy	12	7 to 11	90	354	72								
Kirkby Avenue Primary	Kirkby Avenue, Bentley, Doncaster, DN5 9TF	01302 782953	Community	7	4 to 11	50	330	32		1						
Lakeside Primary	Sandy Lane, Belle Vue, Doncaster, DN4 5ES	01302 368879	Academy	9	4 to 11	60	396	19		3		1		1		
Long Toft Primary	Church Road, Stainforth, Doncaster, DN7 5AB	01302 841246	Community	10	4 to 11	60	270	20						2		
Mallard Primary	Cedar Road, Balby, Doncaster, DN4 9EY	01302 859116	Community	3	4 to 11	60	339	31						2		
Marshland Primary Academy	Marshland Road, Moorends, Doncaster, DN8 4SB	01405 812693	Academy	16	4 to 11	30	133	10								
Mexborough St John the Baptist C of E	Sedgefield Way, Mexborough, S64 0BE	01709 582619	Academy CE	13	4 to 11	30	206	30	10		1					3

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								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Montagu Academy	Park Road, Mexborough, S64 9PH	01709 583286	Academy	13	4 to 11	60	327	33		4		1		2		
Morley Place Academy	Old Road, Conisbrough, Doncaster, DN12 3LZ	01709 863400	Academy	5	7 to 11	75	295	75								
New Pastures Primary School	(Lower) Pitt Street, Mexborough, S64 0LT	01709 583295	Academy	13	4 to 11	40	241	32		1				2		
Norton Infant	Campsall Balk, Norton, Doncaster, DN6 9DG	01302 700743	Academy	4	4 to 7	60	150	52								
Norton Junior	Campsall Balk, Norton, Doncaster, DN6 9DG	01302 700303	Academy	4	7 to 11	60	236	57								
Our Lady of Mount Carmel Catholic Primary	Sandringham Road, Intake, Doncaster, DN2 5JG	01302 349743	Academy RC	17	4 to 11	30	210	28				1				
Our Lady of Perpetual Help Catholic Primary	Finkle Street, Bentley, Doncaster, DN5 0RP	01302 874291	VA - RC	17	4 to 11	20	115	7								
Our Lady of Sorrows Catholic Voluntary	Mere Lane, Armthorpe, Doncaster, DN3 2DB	01302 833941	Academy RC	17	4 to 11	30	205	26								
Outwood Primary Academy Woodlands	The Crescent, Woodlands, Doncaster, DN6 7RG	01302 722367	Academy	1	4 to 11	60	362	36								

Appendix 2 List Showing School Links

Nursery

Infant

Junior

Secondary

6th Form

Adwick Pyramid

Owston Park Primary Academy

Carcroft School

Adwick Primary School

Outwood Primary Academy Woodlands

Highfields Primary Academy

Hooton Pagnell All Saints C of E Primary

Outwood Academy
Adwick

Armthorpe Pyramid

Armthorpe Shaw Wood Academy

Tranmoor Primary

Southfield Primary School

Armthorpe Academy

Balby Pyramid

Balby Central Primary Academy

Waverley Academy

Mallard Primary School

Woodfield Primary School

Hexthorpe Primary School

Carr Lodge Academy

Astrea
Academy,
Woodfields

Campsmount Pyramid

Askern Littlemoor Infant
Academy

Askern Moss Road Infant

Norton Infant

Spa Academy Askern

Norton Junior

Campsmount Academy

Nursery	Infant	Junior	Secondary	6th Form

Conisbrough Pyramid

Denaby Main Primary Academy	De Warenne Academy	
Rowena Academy		
Morley Place Academy		
Conisbrough Ivanhoe Primary Academy		
Castle Academy		

Danum Pyramid

Kingfisher Primary Academy	Outwood Academy, Danum	
Sandringham Primary School		
Park Primary School		
Town Field Primary School		
Intake Primary Academy		
Plover Primary School		

Don Valley Pyramid

Kirkby Avenue Primary School	Don Valley Academy	
Bentley High Street Primary School		
Bentley New Village Primary School		
Arksey Primary School		
Castle Hills Primary Academy		
Scawthorpe Sunnyfields Primary School		
Toll Bar Primary School		

Edlington Pyramid

Warmsworth Primary School	Sir Thomas Wharton Academy	
Hill Top Academy		
Edlington Victoria Academy		
Tickhill St Mary's C of E Primary and Nursery School		
Tickhill Estfeld Primary School		
Wadworth Primary School		

Nursery

Infant

Junior

Secondary

6th Form

Hall Cross Pyramid

Lakeside Primary School

Atlas Academy

Bessacarr Primary School

Willow Primary School

Hawthorn Primary School

Hatchell Wood Primary Academy

Hall Cross Academy

Hatfield Pyramid

Long Toft Primary School

Travis St Lawrence C of E Primary School

Stainforth Kirton Lane Primary School

Sheep Dip Lane Academy

Crookesbroom Primary Academy

Hatfield Woodhouse Primary School

Dunsville Primary School (Joint)

Ash Hill Academy

Hayfield Pyramid

Auckley School

Bawtry Mayflower Primary School

Branton St Wilfrid's C of E Primary School

St Oswald's C of E Academy

Hayfield Lane Primary School

The Hayfield School

Nursery

Infant

Junior

Secondary

6th Form

Hungerhill Pyramid

Barnby Dun Primary Academy

Kirk Sandall Infant

Kirk Sandall Junior

Edenthorpe Hall Primary Academy

Canon Popham C of E Primary Academy

Dunsville Primary School (Joint)

Hungerhill School

McAuley Pyramid

Our Lady of Sorrows Catholic Voluntary Academy

Our Lady of Perpetual Help Catholic Primary School

St Mary's Catholic Primary School, Edlington

Our Lady of Mount Carmel Catholic Primary

St Joseph's School, A Catholic Voluntary Academy

Holy Family Catholic Primary School - A Voluntary Academy

St Francis Xavier Catholic Primary School

St Joseph and St Teresa's Catholic Primary School

St Peter's Catholic Primary School

St Joseph's Catholic Primary, Retford

St Patrick's Roman Catholic Primary, Harworth

The McAuley Catholic High School – A Catholic Academy

Mexborough Pyramid

New Pastures Primary School - Academy

Montagu Academy

Highwoods Academy

Mexborough St John The Baptist CofE Primary School

Windhill Primary School

The Laurel Academy

Nursery	Infant	Junior	Secondary	6th Form

Ridgewood Pyramid

Rosedale Primary School				
Scawsby Saltersgate Infant	Scawsby Junior Academy			
Richmond Hill Primary Academy				
Barnburgh Primary School				
Sprotbrough Orchard Infant	Copley Junior			
				Ridgewood School

Rossington Pyramid

Grange Lane Infant Academy	Pheasant Bank Academy			
Tornedale Infant Academy				Rossington All Saints Academy
Rossington St Michael's C of E Primary School				

Thorne Pyramid

Brooke Primary Academy				
Green Top				
Thorne King Edward Primary School				
Marshland Primary Academy				
West Road Primary Academy				
				Trinity Academy

**ADMISSION TO PRIMARY SCHOOL 2025
and Information on Places Offered on 16 April 2024**

**Outcome of Applications Received by the
Closing Date for September 2024**

School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Owston Park Primary Academy	Lodge Road, Skellow, Doncaster, DN6 8PU	01302 722271	Academy	1	4 to 11	60	395	49								
Park Primary	Monmouth Road, Wheatley, Doncaster, DN2 4JP	01302 344659	Community	6	4 to 11	60	415	39		1				3		
Pheasant Bank Academy	West End Lane, Rossington, Doncaster, DN11 0LP	01302 868252	Academy	14	7 to 11	100	366	80								
Plover Primary School	Coniston Road, Doncaster, DN2 6JL	01302 361450	Academy	6	4 to 11	60	373	43				1				
Richmond Hill Primary Academy	Melton Road, Sprotbrough, Doncaster, DN5 7SB	01302 782421	Academy	15	4 to 11	60	388	43								
Rosedale Primary	Emley Drive, Scawsby, Doncaster, DN5 8RL	01302 782744	Academy	15	4 to 11	30	163	20								
Rossington St Michael's C of E Primary	Sheep Bridge Lane, Old Rossington, Doncaster,	01302 868284	Academy CE	14	4 to 11	60	335	34		4		1				
Rowena Academy	Gardens Lane, Conisbrough, Doncaster, DN12 3JY	01709 863109	Academy	5	4 to 7	80	215	62		1						
Sandringham Primary	Sandringham Road, Intake, Doncaster, DN2 5LS	01302 361880	Academy	6	4 to 11	60	396	40		2		1				
Scawsby Saltersgate Infant	Windsor Walk, Scawsby, Doncaster, DN5 8NQ	01302 784429	Community	15	4 to 7	90	256	69								

**ADMISSION TO PRIMARY SCHOOL 2025
and Information on Places Offered on 16 April 2024**

**Outcome of Applications Received by the
Closing Date for September 2024**

School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
Scawsby Junior Academy	Barnsley Road, Scawsby, Doncaster, DN5 8NQ	01302 782100	Academy	15	7 to 11	90	359	88								
Scawthorpe Sunnyfields Primary	Rose Crescent, Scawthorpe, Doncaster, DN5 9EW	01302 780386	Community	7	4 to 11	40	275	25								
Sheep Dip Lane Academy	Sheep Dip Lane, Dunscroft, Doncaster, DN7 4AU	01302 842464	Academy	10	4 to 11	40	218	12		1						
Southfield Primary	Tranmoor Lane, Armthorpe, Doncaster, DN3 3BN	01302 831824	Academy	2	4 to 11	30	248	21		1						
Spa Academy Askern	Sutton Road, Askern, Doncaster, DN6 0AQ	01302 700332	Academy	4	7 to 11	90	239	51								
Sprotbrough Orchard Infant	Field House Road, Sprotbrough, Doncaster,	01302 853655	Community	15	4 to 7	56	156	46								
St Alban’s Catholic Primary	Wadworth Street, Denaby Main, Doncaster, DN12 4AQ	01709 862298	Academy RC	17	4 to 11	30	186	24								
St Francis Xavier Catholic Primary	Roberts Road, Balby, Doncaster, DN4 0JN	01302 344678	VA - RC	17	4 to 11	30	206	26		1						
St Joseph & St Teresa’s Catholic Primary	Doncaster Lane, Woodlands, Doncaster, DN6 7QN	01302 723320	VA - RC	17	4 to 11	20	134	19								
St Joseph’s School, a Catholic Voluntary	Bevan Avenue, Rossington, Doncaster, DN11 0NB	01302 868098	Academy RC	17	4 to 11	30	211	30	5							

**ADMISSION TO PRIMARY SCHOOL 2025
and Information on Places Offered on 16 April 2024**

**Outcome of Applications Received by the
Closing Date for September 2024**

School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
St Mary's Catholic Primary, Edlington	Bungalow Road, Edlington, Doncaster, DN12 1DL	01709 863280	VA - RC	17	4 to 11	30	187	16						2		
St Oswald's C of E Academy	Silver Birch Grove, Finningley, Doncaster, DN9 3EQ	01302 770330	Academy CE	11	4 to 11	30	197	29	1	1						
St Peter's Catholic Primary	Sandy Lane, Belle Vue, Doncaster, DN4 5EP	01302 369143	Academy RC	17	4 to 11	30	200	29	6	1	2					
Stainforth Kirton Lane Primary	Thorne Road, Stainforth, Doncaster, DN7 5BG	01302 842092	Community	10	4 to 11	30	196	19								
Thorne King Edward Primary	King Edward Road, Thorne, Doncaster, DN8 4BY	01405 813522	Community	16	4 to 11	50	347	34								
Tickhill Estfeld Primary	Common Lane, Tickhill, Doncaster, DN11 9JA	01302 744275	Community	8	4 to 11	30	224	26	6	3	4	1				
Tickhill St Mary's C of E Primary	St Mary's Road, Tickhill, Doncaster, DN11 9LZ	01302 742569	VA - CE	8	4 to 11	30	200	30	9		2		1			
Toll Bar Primary	Askern Road, Toll Bar, Doncaster, DN5 0QR	01302 874324	Community	7	4 to 11	30	166	20								
Tornedale Infant Academy	Gattison Lane, Rossington, Doncaster, DN11 0NQ	01302 868387	Academy	14	4 to 7	60	133	34								
Town Field Primary	Thorne Road, Town Moor, Doncaster, DN1 2JS	01302 368192	Academy	6	4 to 11	60	417	59	14	1	1				1	2

APPENDIX 3

ADMISSION TO PRIMARY SCHOOL 2025 and Information on Places Offered on 16 April 2024

Outcome of Applications Received by the Closing Date for September 2024

[illegible]

APPENDIX 3

ADMISSION TO PRIMARY SCHOOL 2025 and Information on Places Offered on 16 April 2024

Outcome of Applications Received by the Closing Date for September 2024

School Name	Address	Telephone Number	Type of School*	Pyramid Number	Age Range	Number of Places in September 2025	Number on Roll in Summer 2024	Preferences						Allocated	Appeals	
								First		Second		Third			Allowed	Refused
								Agreed	Refused	Agreed	Refused	Agreed	Refused			
VA - RC	Voluntary Aided Roman Catholic. The governing body is the admission authority and determines the admission policy.															
VA - CE	Voluntary Aided Church of England. The governing body is the admission authority and determines the admission policy.															



Admission Arrangements For Community Schools

2025 - 2026
(V1)

Doncaster Council

Admission Arrangements for Community Schools

2025/2026 School Year

- 1 Doncaster Council (the Council) is the Admission Authority for community schools. Only the Council is able to decide who is eligible for a place in these schools. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Published Admission Number

- 3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the Council consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)
- 4 Before making a final decision, the Council consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an application under a Co-ordinated Admission Schemeⁱ (CAS).

Expressing A Preference

- 6 Applications for admission should be made in accordance with the relevant

CAS. Closing Date For Receipt Of Parental Preferences

- 7 The closing date for receipt of preferences for the year of entry is 15 January 2025. Late applications for the year of entry are processed after those received by the closing date.

Announcement Date for Parental Preferences

- 8 For those applications received by the closing date noted in 7 above, emails will be sent to parents on 16 April 2025.

Eligibility For A Place At A School - Oversubscription Criteria

A. Primary and Infant Schools

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children and all previously Looked After Childrenⁱⁱ

b) Catchment Area

Children who are ordinarily residentⁱⁱⁱ in the catchment area of the preferred school. (Details of Catchment Areas are available from the Council at 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 residentⁱⁱⁱ 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. For other admissions the applicable date is the date of application.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant school, attendance at a linked junior school will be included.

d) Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residenceⁱⁱⁱ, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the Infant site.

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 a computerised programme.

Measurements will be made using Synergy provided by Servelec Limited 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.

Eligibility For A Place At A School - Oversubscription Criteria

B. Junior Schools

- 10 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children and all previously Looked After Childrenⁱⁱ

b) Link Schools

Children attending a school which is a linked infant school and who have, on the closing date, attended a linked infant school continuously for more than one calendar year. (See Appendix 1.)

c) Catchment Area

Children who are ordinarily residentⁱⁱⁱ in the catchment area of the preferred school. (Details of Catchment Areas are available from the Council at 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 residentⁱⁱⁱ 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. For other admissions the applicable date is the date of application.

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission. Attendance at a linked infant school will be included.

e) Proximity

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

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 Synergy provided by Servelec Limited 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.

The Offer Of A Place At A School

- 11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 16 April 2025.

Waiting Lists

- 12 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the application than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2025.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the Council receive written confirmation of the vacancy.

In Year Transfers

- 14 Applications for in year transfers are considered in accordance with the Council's CAS.
- 15 Applications should be made on using the Online application system which can be found at www.doncaster.gov.uk/admissions
- 16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply^{iv}. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.
- 17 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.
- 18 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 19 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the Council of an offer of a place, determine a start date.
- 20 Pupils are normally admitted to a school at the start of the next new term other than:-
 - a. where the Headteacher in consultation with the Council considers that the pupil should be admitted earlier in the circumstances of the case, or;
 - b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
 - c. the pupil is not on the roll of a school.
- 21 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 22 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.
- 23 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

Allocation Of Places

- 24 If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the Council's CAS.

Independent Appeals

- 25 If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

i Co-ordination/Co-ordinated Schemes(CAS)

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an application to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

ii Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iii Ordinarily Resident/Residence

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

iv Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

General Information

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. The request will be considered by the headteacher 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 Local Authority 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 the views of the head teacher and 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 Local Authority 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/primary-admissions

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 Council 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

To support the Armed Forces Community Covenant, 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.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number.

Further Information

Further, more detailed information about the admission process is available from the Council and can be found in the Admission To Primary School Booklet, available as follows:-

Telephone: 01302 736754

Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

Published Admission Numbers

School Name	Admission Number	School Name	Admission Number
Arksey Primary School	20	Scawthorpe Sunnyfields Primary School	40
Bawtry Mayflower Primary School	40	Sprotbrough Orchard Infant School	56
Bentley New Village Primary School	50	Stainforth Kirton Lane Primary School	30
Copley Junior School	56	Thorne King Edward Primary School	60
Hayfield Lane Primary School	60	Tickhill Estfeld Primary School	30
Kirkby Avenue Primary School	50	Toll Bar Primary School	30
Long Toft Primary School	60	Tornedale Infant Academy	60
Mallard Primary School	60	Wadworth Primary School	30
Park Primary School	60	Warmsworth Primary School	60
Scawsby Saltersgate Infant School	90	Windhill Primary School	40

**Linked Community Schools
(Infant/Junior)**

Sprotbrough Orchard Infant School	Copley Junior School

Part 2

Academies and Church Schools

Primary Admission Policies

Academies and Voluntary Aided Schools

2025/26

DIOCESE OF SHEFFIELD
MODEL ADMISSION POLICY FOR 2025/26
ALL SAINTS SCHOOL, HOOTON PAGNELL

HEAD TEACHER Laura Carr

01977 642054

Introduction

All Saints School, CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Montgomery Academy Trust.

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.

All Saints School 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 2025/26 is 10 and children will be admitted during the Autumn term following their 4th birthday.

However, parents can request

1. that the date their child is admitted to school is deferred until later in the year or until the term 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
2. 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 All Saints School CE 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 2025 along with the **Supplementary Information Form** (if applicable)
4. Decisions will be announced on 16th April 2025.

Criteria for Admission

- Children who have a statement of special educational need 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/all previously Looked After Children (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 at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Bilham and regularly (see definition 3) attend the parish church of Bilham.
5. Children who reside in the parish of Bilham and regularly attend the parish church of Bilham.
6. Children of parents /carers who reside in the parish of Bilham 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 Bilham and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of Bilham and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of Bilham.
10. All other children

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

Page 2

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.

Tie Break

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 the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

In Year Transfers

In Year Transfers will be dealt with by the admissions committee for our school.

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 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Definition 6 – Children of Staff at School

Children of staff

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

Place of residence

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

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 who 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 reconsidered 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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

Diocese of Sheffield

Admissions Policy 2025/26

Revised October xx



Admissions Policy 2025-26

Applies to:

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

General Statement

In Doncaster, each academy or school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

Admission Number

An academy/school must have an admission number (see appendix 1) for each 'relevant age group', defined in law as

'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion e) being the final tie- breaker.

A Looked After Children and all previously Looked After Children.

B Children of staff

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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

D Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested academy/school (excluding nursery) at the point of admission. Where the requested academy/school is an infant or junior academy/school, attendance at a linked infant or junior academy/school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

E Proximity

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

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

The Offer of a Place at an Academy/School

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

Unsuccessful Applications

Any parent whose child is not offered an academy/school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/school within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the

academy's/school's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Nursery Admissions

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and; is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2025 is 2 October 2024. Decisions are posted to parents on 6 November 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

Children born in the Autumn Term may be able to start in the Spring Term.

Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the

entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application. Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy/school or the LA as follows:-

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Telephone: 01302 737274 or 01302 737205 email

[address: admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; 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 summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory. Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. 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 either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue

your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the

Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.

Policy Agree September ****

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



Admissions Policy

Author/Owner (Name and Title)	Director of Primary Education
Version Number	Version 10
Date Approved/Reviewed	March 2024
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Approved By	Full Board of Directors

Policy Category (Please Indicate)	1	Academy to implement without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)



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Version Control

Version	Revision Date	Revised by	Section Revised
V2	March 2018	J Tuke	No revisions made
V3	March 2019	JTuke/Y Rodgerson	Pg 3 section 1 – added LGB Pg 3 section 3.3 – names of forms Pg 5 section 9.1 – additional wording Pg 6,7,8 – new section to include Nursery Admissions process Pg 10 Appendix 1 – addition of Nursery Numbers Pg 11 Appendix 2 – addition of key dates
V4	May 2019	Y Rodgerson	Pg 8 section 12 – additional section on deferred entry for summer-born (in yellow) Pg 15 appendix 3 – additional appendix Deferred Entry Application (in yellow)
V5	Oct 2020	J Tuke	Pg 10 Appendix 1 addition of SDLA admission numbers
V6	September 2021	L Burton	Updated to include new dates. Updated to DFE School Admissions Code September 2021 Section 3.2 added in requirement to update LA of any changes to PAN Section 6a updated to include children looked after outside of England



			Section 6d added in external supervision of random allocation process and measurements taking into account 2 residential addresses Section 7 added in National Offer Date for Primary place allocations Section 9 added in how looked after children will take precedence on waiting lists Section 10 added in LA responsibility for managing in year applications Section 11.4 added in dates for 2022 nursery admissions Section 12 – Removed out of date information and added in updated guidance from 2021 DfE Admissions code Appendix 2 updated key dates
V7	October 2022	L Burton	Appendix 1 – updated to include 3 new academies PAN numbers Appendix 2 – updated key dates
V8	February 2023	J Tuke	Section 6 -updated to include Oversubscription Criteria for Secondary Schools Page 12: - Definition of Looked after Children or previously Looked-After Children updated Appendix 1: - updated table to include new secondary academy
V9	September 2023	R Macleod	Section 7 added in National Offer Date for Primary place allocations Section 11.4 added in dates for 2024 nursery admissions Appendix 2 updated key dates
V10	March 2024	A Hibbitt	Updated PAN for Hall Cross Academy to 310 following Consultation and following process from Local Authority and DfE



1. Admission Arrangements for Exceed Learning Partnership Academies

Unless delegated to the Local Authority, only the Directors/Local Governing Body are able to decide who is eligible for a place at that academy/school. Neither the Principal nor their representatives are able to offer a place. At Exceed Learning Partnership the Admission Arrangements for all Academies within the Trust is delegated to Doncaster Local Authority. This policy is to be read alongside the Hall Cross Admissions policy for secondary admissions.

1. General Statement

In Doncaster, each academy serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

2. Admission Number

- 3.1 An academy must have an admission number (see appendix 1) for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Where necessary, the Governing Board of each academy consults with the CEO on any proposed changes to the admission number for the academy. (see Appendix 1 for our academies' admission numbers).
- 3.2 Before making a final decision, the CEO along with the Governing Board and the Academy Principal, will consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order. If at any time following the determination of the PAN, a decision is made that the Academy is able to admit above its PAN, it MUST notify the Local authority in good time to allow the Local Authority to deliver its coordination responsibilities effectively.
- 3.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF)¹ under a Coordinated Admission Scheme (CAS).

3. Expressing a Preference – Year of Entry

Applications for admission to an academy's year of entry must be made in accordance with the relevant Coordinated Admissions Scheme. The Admissions Scheme is published on the Doncaster Council Website

4. Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

5. Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each Primary Academy will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion d) being the final tie-breaker for primary academies.



a) Looked After Children and all previously Looked After Children.

This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or special guardianship order.

) Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

a) Siblings

Children who are living within the same family unit (e.g. step siblings, foster siblings, , adopted siblings) who will be attending the requested academy (excluding nursery/ at the point of admission. Where the requested academy is an infant or junior academy, attendance at a linked infant or junior academy will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

b) Proximity

Children who live nearest to the requested academy, 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 academy.

If two or more pupils live equidistant from the academy, the distance each pupil lives by road from the preferred academy 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. The random allocation process will be supervised at all times by someone independent of the academy.

In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will take into account both places of residence.

Measurements will be made using a computerised programme.

Preferences for each Secondary Academy will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker

a) Looked After Children or all Previously Looked After Children

b) Catchment Area

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA.)

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 date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding sixth form), at the point of admission.



Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

d) Link Schools

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year.

e) Proximity

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

7. The Offer of a Place at an Academy/School

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day. Primary academies this is the 17th April (or by the next working day when the 17th April falls on a weekend or Bank Holiday) **For Secondary academies parents will be notified on 3rd March 2025**

8. Unsuccessful Applications

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.

9. Waiting Lists

- 9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Autumn Term (31st December).
- 9.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.
- 9.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list.

10. In-Year Transfers

- 10.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.
- 10.2 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.
- 10.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.



- 10.4 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 10.5 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.
- 10.6 Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the Borough.
- 10.7 Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 10.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

11. Nursery Admissions

- 11.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

- 11.2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.

11.3 Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;

- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
- takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

11.4 Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2024 is 2nd October 2023. Decisions are emailed to parents on 7th November 2023. Late applications are accepted and will be considered after those received by the closing date have been processed.

- 11.5 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

11.6 Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.



11.7 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

11.8 Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

11.9 Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

11.10 Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

- a) Looked After Children or All Previously Looked After Childrenⁱⁱⁱ.
- b) Children who are ordinarily resident in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

- f) Doncaster Children, living within the same family unit (e.g. step siblings, foster siblings, adopted siblings) who are attending the academy at the point of application (excluding nursery).
- g) Doncaster children who live in the catchment area of an academy without a nursery.
- h) Doncaster children who live in the catchment area of an academy with a nursery.
- i) Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy building. In the case of split-site academies, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

11.11 Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

11.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

11.13 Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy or the LA as follows: -

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU
Telephone: 01302 737274 or 01302 737205
email address: admissions@doncaster.gov.uk

12. Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and Exceed Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

The updated guidance published by the DfE (September 2021) School Admissions Code states that parents of summer born children may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1.

Decisions for the admission of summer born children must be made on the basis of each case and in the best interest of the child concerned. This will include taking into account the views of the parent, information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional. Admission authorities must also take into account whether the child has previously been educated out of their normal age group: and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

12.1 When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

12.2 What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance

or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- 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 summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only:

- delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

12.3 How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (Exceed Learning Partnership) delegated to Doncaster MDC
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within Exceed Learning Partnership, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Principal of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

12.4 Do I need to provide medical evidence or reports from an educational psychologist?

As detailed above, you may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

12.5 Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

12.6 Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

12.7 Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. 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 either using the school's complaints procedures (for Academies).

12.8 What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

12.9 Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

12.10 I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

13. Independent Appeals

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.



14. General Information

14.1 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 admission authority of their circumstances as they apply to the admission criteria at the time of application.

14.2 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.

15. Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

ii Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

v Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Policy Agreed:

November 2020 and
reviewed March 2024

B.A. Nixon

J. B. [unclear]

Signed CEO:

Signed Chair of Directors:

Policy to be reviewed: September 2024

**Appendix 1 Exceed Learning Partnership Academy Admission Numbers**

Academy/School	Main School Admission Number	Nursery Admission Number
Carr Lodge Academy	60	52
Edlington Victoria Academy	60	52
Hill Top Academy	50	52 inclusive of 15 x 30 hour places
Sandringham Primary School	60	52
Sheep Dip Lane Academy	40	52
Willow Primary School	60	0
Rosedale Primary School	30	39
Bentley High Street Primary School	60	104
Hall Cross Academy (Secondary)	310 *	N/A



Appendix 2 School Admissions September 2025-2026 academic year

Please apply on line <https://www.doncaster.gov.uk/services/schools/school-admissions>

For further information, please contact:

- ☐ telephone: 01302 736000
- ☐ admissions@doncaster.gov.uk

Nursery Admissions

2 October 2024	Closing date for applications
7 November 2024	Announcement date – Letters Posted

Reception and Junior Admissions

15 January 2025	Closing date for all applications
6 February 2025	Details of all applications to be with schools
16 April 2025	National offer Day for Primary school places (notifications sent to parents)

Secondary Admissions

31 October 2024	Closing date for secondary applications (online)
4 December 2024	Details of all applications to be with schools
1 March 2025	National Offer day for secondary school applications (notifications sent to parents)



Admission Arrangements for Askern Littlemoor Infant Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **60**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii**

Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Askern Moss Road Infant Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **40**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Atlas Academy Admissions

Policy 2025/26

Prospect Place, Hyde Park, Doncaster, DN1 3QP

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **60** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below sixty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.

- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
- 2. Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
- 3. 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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 4. Children of staff in skills shortage posts** - Children of staff at the school 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.
- 5. 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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

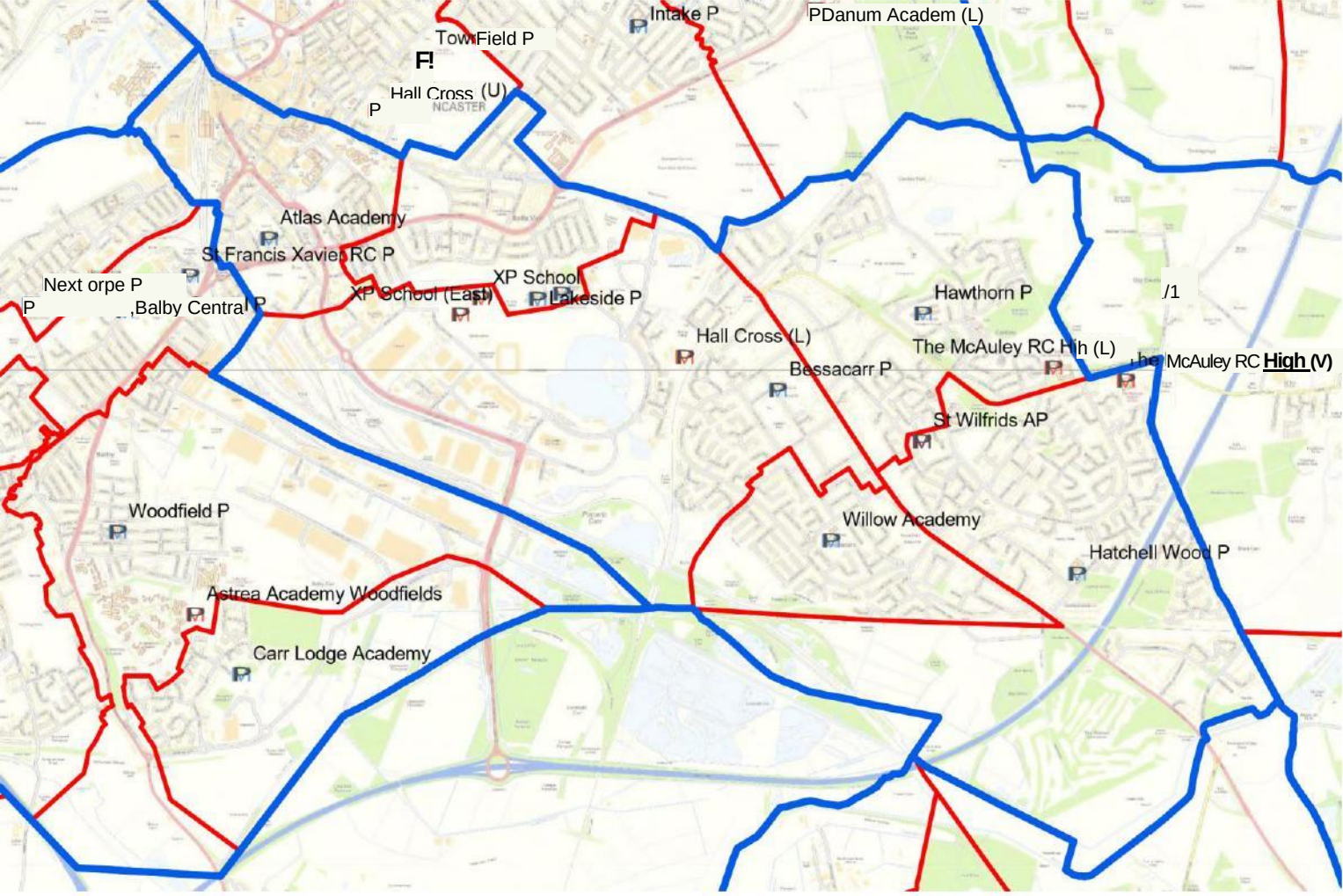
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Towfield P

Intake P

PDanum Academ (L)

Hall Cross (U)
P

Atlas Academy

St Francis Xavier RC P

Next orpe P

Balby Central P

XP School

XP School (East)

Lakeside P

Hall Cross (L)

Bessacarr P

Hawthorn P

The McAuley RC Hh (L)

McAuley RC High (V)

St Wilfrids AP

Willow Academy

Hatchell Wood P

Woodfield P

Astrea Academy Woodfields

Carr Lodge Academy



Admission Arrangements for Auckley School 2025/26 School Year

- 1 These are the admission arrangements for the school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 30. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

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Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



The Rose Learning Trust



Admission Arrangements for Balby Central Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

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- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii**

Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled

purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Barnburgh Primary School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **30**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

Admission Arrangements for Barnby Dun Primary Academy 2025-26 School Year

- 1 These are the admission arrangements for 2025-26.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 40. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
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- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked After**

Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

In adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Bentley High Street Primary Academy Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

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Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

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- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
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- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked After Children or Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025-26

Applies to:

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

General Statement

In Doncaster, each academy or school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

Admission Number

An academy/school must have an admission number (see appendix 1) for each 'relevant age group', defined in law as

'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion e) being the final tie- breaker.

A Looked After Children and all previously Looked After Children.

B Children of staff

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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

D Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested academy/school (excluding nursery) at the point of admission. Where the requested academy/school is an infant or junior academy/school, attendance at a linked infant or junior academy/school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

E Proximity

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

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

The Offer of a Place at an Academy/School

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

Unsuccessful Applications

Any parent whose child is not offered an academy/school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/school within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the

academy's/school's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Nursery Admissions

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and; is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2025 is 2 October 2024. Decisions are posted to parents on 6 November 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

Children born in the Autumn Term may be able to start in the Spring Term.

Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the

entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application. Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy/school or the LA as follows:-

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Telephone: 01302 737274 or 01302 737205 email

[address: admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; 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 summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory. Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. 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 either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue

your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the

Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.

Policy Agree September ****

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52

**BRANTON ST WILFRID'S CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL.**

DIOCESE OF SHEFFIELD

Working in Partnership with Doncaster Local Authority.

2025-2026 ADMISSIONS POLICY

INTRODUCTION:

Branton St Wilfrid's Church of England Primary School is a Church of England Voluntary aided primary school in the Diocese of Sheffield and is maintained by Doncaster 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. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in the school's admission criteria.

Branton St Wilfrid's Church of England Primary 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 Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

The admission number is 30.

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);
- b) That their child takes up the place part-time until the child reaches compulsory school age

The date of admission to the school will be September 2025..

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 Branton St Wilfrid's Church of England Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2025 along with the **Supplementary Information Form** (if applicable).

CRITERIA FOR ADMISSION:

PLEASE NOTE: Children who have a statement of special educational need 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 MUST BE PROVIDED.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission 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).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. This is not about educational needs.
Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential if admission is to be made under this criterion and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children who have an older brother or sister (see definition 1) attending the school at time of anticipated admission.
4. Children whose parents/carers (see definition 2) regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
5. Children who regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
6. Children whose parents/carers reside in the parish of St Wilfrid's, Cantley 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 St Wilfrid's, Cantley and regularly (see definition 3) attend a Christian denomination participating in "Churches Together in England"(see definition 4).
8. Children who reside outside the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a Christian denomination participating in "Churches Together in England".
9. Children who are resident in the parish of St Wilfrid's, Cantley.
10. Children of staff of the school (see definition 6).
11. All other children.

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 point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

TIE BREAK CLAUSE:

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 will be offered the place.

* In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

IN YEAR TRANSFERS

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2025-25.

FOOTNOTE

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.

DEFINITIONS

1. Definition of brother or 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.

2. Definition of 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.

3. Definition of regular attendance at Church:

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.

4. Definition of Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list.

5. Definition of a looked after child

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6. Definition of children of staff at school

Children of staff

- a) where the member of staff is employed at the school 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

The child's ordinary place of residence will normally be a residential property at which the parent(s) or person(s) with parental responsibility for the child reside at the closing date for receiving applications for admission to the school.

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 normally be the property at which the child resides with the parent or person(s) with parental responsibility, for the greater part of the week.

LATE APPLICATIONS

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

WAITING LISTS:

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

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 upon 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 will be with dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION:

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

TIMETABLE: Closing date for receiving applications by Doncaster Local Authority: 15th January. Offer day: 16th April – emails sent by the LA.

DOCUMENTATION REQUIRED:

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, MUST be completed and securely attached to the Common Application form and returned to the Local Authority by 15th January.*
3. *A copy of the child's baptism certificate if the applicant is a baptised Christian.*
4. *Minister's reference to support regular church attendance.*
5. *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.*
6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL" may affect the admission category in which your application is placed.*



Venn Academy Trust

Admissions Policy (mainstream schools) 2025-2026

1	Summary	Admissions Policy (mainstream schools) 2025-2026			
2	Responsible person	CEO			
3	Accountable SLT member	CEO			
4	Applies to	ZAll staff LiSupport staff LiTeaching staff			
5	Who has overseen development of this policy	Trust Governance Professional with the Trustee with expertise in admissions			
6	Who has been consulted and recommended policy for approval	Governors, parents, staff, LA, other schools			
7	Approved by and date	Board of Trustees – 07.02.23			
8	Version number	1.0			
9	Available on	Every	LiY LiN	Trust website Academy website SharePoint	ZY LiN ZY LiN LiY LiN
10	Related documents (if applicable)				
11	Disseminated to	ZTrustees/governors ZAll staff LiSupport staff LiTeaching staff			
12	Date of implementation (when shared)	2025-2026			
13	Consulted with recognised trade unions	LiY ZN			

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1. Background

Venn Academy Trust Schools

Doncaster schools

Adwick Primary School
Brooke Primary Academy
Marshland Primary Academy
New Pastures Primary School

Hull schools

Griffin Primary School
Mountbatten Primary School
Thorpepark Academy

The Academy Trust is the admission authority and is responsible for setting admission arrangements.

The Local Authorities of Hull and Doncaster continues to be responsible for coordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found at www.hullcc.gov.uk/admissionsfor Hull schools and at admissions@doncaster.gov.uk for Doncaster schools.

2. Admission arrangements

The admission arrangements explain how children will be admitted into Reception (FS2) in Venn schools at the beginning of the school year in September. It also explains how children from Reception to Year 6 are admitted outside the normal admission round, known as an “In-year transfer”.

It also explains the procedure if a school is oversubscribed.

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having Education Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. When a school is named in a child’s EHCP, following consultation with the Head and Governors, the governing body are required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2025-2026:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Children who were previously looked after but ceased to be so because they were adopted, have a child arrangement order or a special guardianship order. Including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted” (see notes (i) and (v)).
2. Being resident in the catchment area of the school (see note (ii)).
3. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below).
4. Geographical, with priority given to those living nearest to the school (see notes (iv) and (iii) below).

Criteria 4 will be used as a tie breaker for other criteria after the allocation of children with an EHCP and Looked After children if the school is full from within any of the other admission criteria.

Notes

- (i) A looked-after child is defined in Section 22 of the Children Act 1989
- (ii) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives’ addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.
- (iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address stepbrothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.
- (iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the city. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. Distances are measured using the local authority’s computerised mapping system.
- (v) The highest priority must be given to looked after children and 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. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

3. Appeals

Any parent refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

An appeal form and guidance will be included with the allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form.

An appeal will be heard before an independent appeals panel and will be managed by the Local Authority.

Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions.

For more information, please contact:

Doncaster schools

Admissions team
Children, young people and families
Doncaster Council Civic Office
Waterdale
Doncaster DN1 3BU

Tel: 01302 736 000 Email: admissionappeals@doncaster.gov.uk
Website link: [Admission appeals - Doncaster Council](#)

Hull schools

Admissions team
Children and young people's services
Hull City Council Treasury Building
Guildhall Road
Hull HU1 2AB

Tel: 01482 300 300 Email: lsadmissions@hullcc.gov.uk
Website link: [Admission appeals | Hull City Council](#)

4. Waiting lists

If a child is refused admission to the school the child's name is placed on a waiting list.

The waiting list is based on the published criteria.

All names are kept on that list until at least the end of the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.

5. Deferred entry

Parents may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered. Where parents wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

6. Request for the admission of a child outside the normal age group

Parents may request a place for their child outside of their normal age group. Any parent asking to do so must make this clear at the time of application and the reasons for the request.

7. A child who is in the school nursery currently

A child in the school nursery is not entitled to a place in the school automatically.

8. Published admissions number

The published admission number for the school year 2025-2026:

Primary School	Published admission number
Adwick Primary School	60
Brooke	60
Griffin	60
Marshland	30
Mountbatten	45
New Pastures	40
Thorpepark	60

DIOCESE OF SHEFFIELD

ADMISSION POLICY FOR 2025-26

Admission Policy for Canon Popham CofE Primary Academy 2025-26

Introduction

Canon Popham CofE Primary Academy is an academy within the Diocese of Sheffield Academies Trust (DSAT).

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.

The Governing Body of Canon Popham CofE Primary Academy 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 Diocese of Sheffield Academies Trust (DSAT), 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 is 30 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 Canon Popham CofE Primary Academy, 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 2025 along with the **Supplementary Information Form** (if applicable)

Admission Criteria

- ☐ Children who have a statement of special educational need 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
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 at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly (see definition 3) attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills *
5. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills *
6. Children of parents /carers who reside in the ecclesiastical parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4) *
7. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' *
8. Children who reside outside the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' *
9. Children who are attending the Canon Popham CofE Primary Academy nursery setting at the time of application
10. Children who are resident in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills.
11. All other children

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 that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the*

church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Tie Break

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

Doncaster Local Authority will co-ordinate in year transfers for our school in 2025/26

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 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 Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children

Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Place of residence

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office,
Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the
notice of appeal



CARCROFT SCHOOL
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Admissions Policy

Date of Review:

School Background

Carcroft Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Carcroft having had unforgettable



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memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

Size of school and appeals

Carcroft has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

Application Process

Carcroft Primary is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority's website <http://www.doncaster.gov.uk/services/schools/primary-admissions>.

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published Admissions Number

Carcroft Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Carcroft is named on the statement will be admitted to Carcroft Primary.

Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Carcroft, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked.

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside



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of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 1 2 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have been on roll at the Carcroft Nursery, since September 2024.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

Tie-breaks

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. This process will be independently ran and verified by the local authority.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Carcroft will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions>.



Admission Arrangements for Carr Lodge Academy 2025-26 School Year

- 1 These are the admission arrangements for the 2025-26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Page 1 of 4

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident ^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either

the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.
Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see

Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025/26

Station Road, Conisbrough, Doncaster, DN12 3DB

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **30** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below thirty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.

- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
- 2. Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
- 3. 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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section

14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 4. Children of staff in skills shortage posts** - Children of staff at the school 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.
- 5. 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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

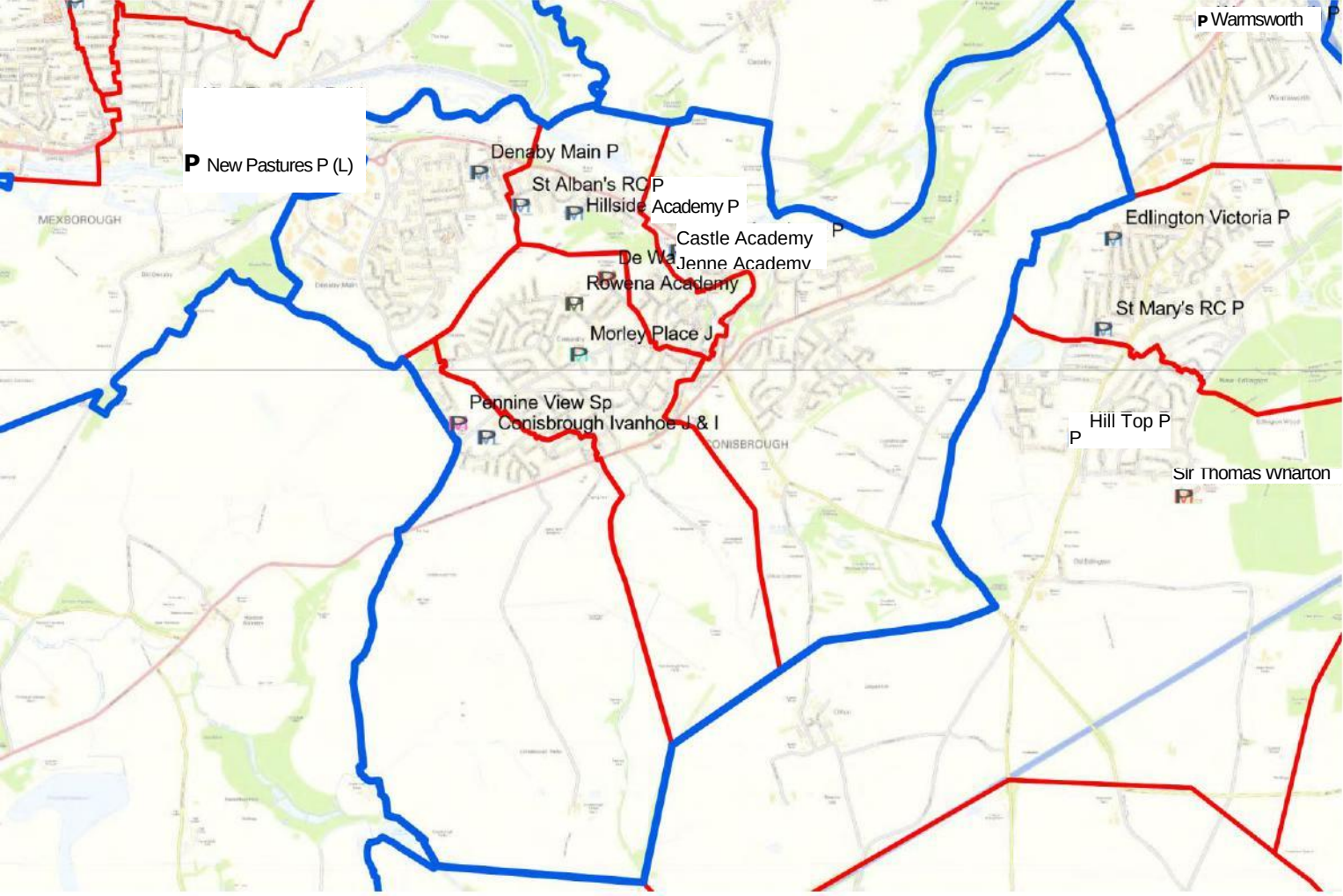
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Warnsworth

New Pastures P (L)

Denby Main P

St Alban's ROP

Hillside Academy P

Castle Academy P

De Wajenne Academv

Rowena Academy

Morley Place J

Pennine View Sp

Conisbrough Ivanhoe J & I

Edlington Victoria P

St Mary's RC P

Hill Top P

Sir Thomas wharton

Castle Hills Primary Academy



ADMISSIONS POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	SL	NEW POLICY	JULY 2020	Annual
2.0	SL/NH	LET FORMAT	FEB 2022	FEB 2023

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1. CONTEXT

1.1 Castle Hills Primary Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Castle Hills Primary Academy as part of the Doncaster Local Authority process. Castle Hills Primary Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Castle Hills Primary Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

2. CRITERIA FOR ADMISSION

2.1 The admission number is 40 +52 Nursery (26 am & 26 pm number)

3. PARENTAL PREFERENCE

3.1 The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust as the Admission Authority for Castle Hills Primary Academy will consider all preferences equally.

4. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERIA

4.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

4.2 After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

4.3 Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion e being the final breaker.

- a. Looked After Children or Previously Looked After Children
- b. The children of parents who are ordinarily resident in the catchment area of Castle Hills Primary Academy.
- d. Siblings
- e. Other children whose nearest school is Castle Hills Primary Academy.

5. INDEPENDENT APPEALS

5.1 If a place is not offered at Castle Hills Primary Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

6. WAITING LIST

6.1 Pupils will be added to the waiting list of Castle Hills Primary Academy if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

7. IN YEAR TRANSFERS

7.1 Applications for in year transfers are considered in accordance with the LA's school admissions arrangements. 7.2 Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

7.3 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

7.4 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

7.5 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

7.6 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

7.7 Pupils are normally admitted to the Academy at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g. movement into the Borough.

7.8 Pupils are required to start at the Academy within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

7.9 Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

7.10 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

8. APPENDIX A – EXPLANATION OF TERMS

Catchment Area

The associated catchment area is defined by the Don Valley Pyramid of schools (Don Valley Academy, Scawthorpe Sunnyfields Primary).

Common Application Form (CAF)

The Common Application Form is the form parents fill in to apply for a place at Primary and Secondary School, which is submitted to the Local Authority.

Looked After Children or Previously Looked After Children

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Siblings

Children who are living within the same family unit (e.g. stepchildren) who are attending the requested Academy, (excluding sixth form), at the point of admission. Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

Tie Breaker

Distance from Castle Hills Primary Academy will operate as the final tie break should Castle Hills Primary Academy be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Castle Hills Primary Academy measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance nearest to the main entrance of Castle Hills Primary Academy.

If two or more pupils live equidistant from the school, the distance each student lives by road 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.

False Information

Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. giving a false address. 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.

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.

Conisbrough Ivanhoe Primary Academy



Admission Arrangements for 2025/26 School Year

1 Admission Arrangements for Conisbrough Ivanhoe Primary Academy

2 2025/26 School Year

3 These are the admission arrangements for the 2025/26 school year.

4 As an academy, we are our own admissions authority and responsible for
5 admissions to the school.

6 Unless delegated to the Local Authority, only the Governing Body is able to decide
7 who is eligible for a place at the school. Neither the Headteacher nor their
8 representatives are able to offer a school place.

9 Admission Number

10 4 The admission number for the school is 40. A school must have an admission
11 number for each 'relevant age group', defined in law as 'an age group in which pupils
12 are or will normally be admitted to the school in question'. The admission number for
13 each year group is set with regard to the capacity assessment for the school taking
14 into account the nature and type of the school buildings and provides for an
15 acceptable amount of space for each pupil. Therefore, the admission number is set
16 to benefit the children who are taught in the school and those who teach and support
17 them. Where necessary, the Governing Body consults with the LA.

18 5 Before making a final decision, the Governing Body considers the number, and size,
19 of classes or registration groups planned. These are determined within resources
20 available. Where this results in places in excess of the admission number being
21 available, places are offered strictly in criteria order.

22 6 In the case of the year of entry, a child may not normally be refused admission on the
23 grounds of prejudice to efficient education or the efficient use of resources unless the
24 number of applications for admission exceeds the admission number or a child is
25 offered a school which is ranked higher on a Common Application Formⁱ (CAF) under
26 a Coordinated Admission Schemeⁱⁱ (CAS).

27 Expressing A Preference - Year of Entry

28 7 Applications for admission to a schools year of entry should be made in accordance
29 with the relevant CAS.

30 Closing Date For Receipt Of Parental Preferences

31 8 The closing dates for receipt of preferences for the year of entry are in accordance
32 with the Authority's CAS.

33 Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or Previously Looked After Childrenⁱⁱⁱ

b) Attendance at Ivanhoe Nursery

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

e) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements - 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Academy Advisory Board (AAB) is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission numbers for the school are:
30 in KS1
34 in KS2 26
in Nursery.

A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the AAB consults with the LA.

- 5 Before making a final decision, the AAB considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Page 1 of 4

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research

Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round.

Separate schemes apply in the case of primary and secondary admissions. **iii Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

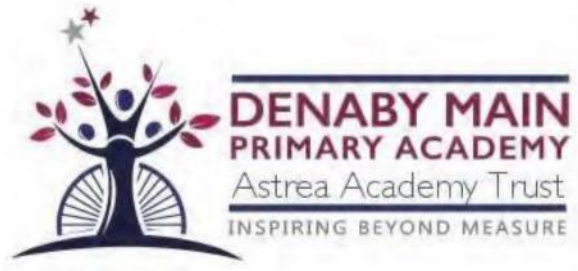
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025/26

School Walk, Denaby Main, Doncaster, DN12 4HZ

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **40** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below forty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **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.
4. **Children of staff in skills shortage posts** - Children of staff at the school 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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5. **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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

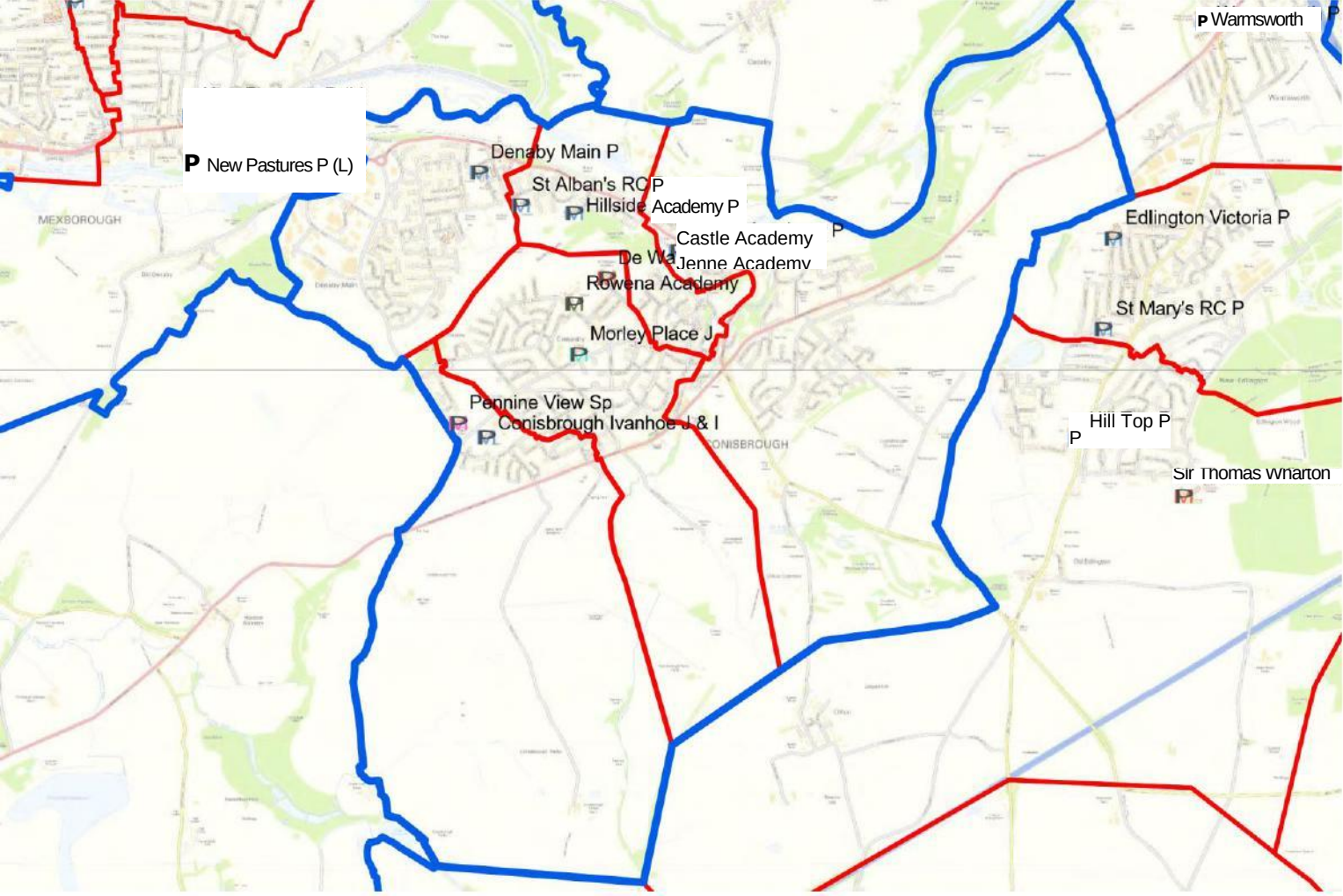
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Warmsworth

New Pastures P (L)

Denby Main P

St Alban's ROP

Hillside Academy P

Castle Academy P

De Wajenne Academv

Rowena Academy

Morley Place J

Pennine View Sp

Conisbrough Ivanhoe J & I

Edlington Victoria P

St Mary's RC P

Hill Top P

Sir Thomas wharton



Admission Arrangements for Dunsville Primary School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 40. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ**b) Catchment Area**

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship

order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025/26

The Drive, Edenthorpe, Doncaster, DN3 2LS

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **30** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below forty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

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4. **Children of staff in skills shortage posts** - Children of staff at the school 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.
5. **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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

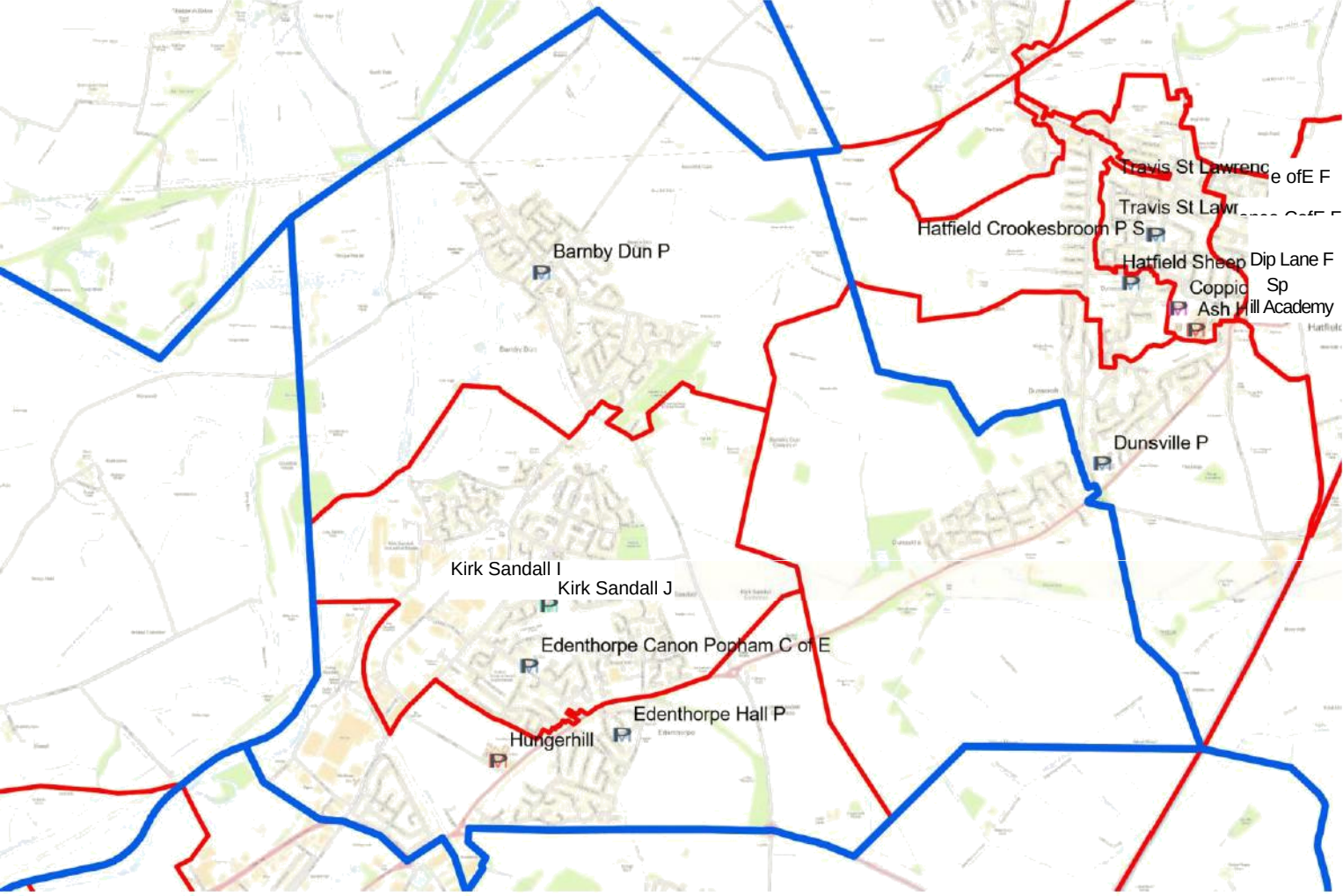
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available – will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Barnby Dun P

Travis St Lawrence e of E F

Travis St Lawrence C of E F

Hatfield Crookesbroom P S

Hatfield Sheep Dip Lane F

Coppid Sp

Ash Hill Academy

Dunsville P

Kirk Sandall I

Kirk Sandall J

Edenthorpe Canon Porham C of E

Edenthorpe Hall P

Hungerhill



Edlington Victoria Primary Academy Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Edlington Victoria Primary Academy 2025/26

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Edlington Victoria Primary Academy 2025/26

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary. ^v **Specific Circumstances For Refusal**

Edlington Victoria Primary Academy 2025/26

~~An application will normally be agreed if there are sufficient places unless specific~~
circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Grange Lane Infant Academy 2025-26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
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- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

**Litigation and Education Section, Directorate of Resources, Doncaster Council,
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General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked After**

Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of

the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Green Top 2025/26 Academic Year

School Background

Green Top Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Green Top having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

Size of school and appeals

Green Top has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

Application Process

Green Top is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives. Full details of the application process are available in the local authority's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published Admissions Number

Green Top has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Green Top is named on the statement will be admitted to Green Top.

Green Top
Middlebrook Lane
Thorne
Doncaster
South Yorkshire
DN8 5LB

T 01405 813181
E admin@thornegreentop.doncaster.sch.uk

www.greentopschool.co.uk



The lead primary school of the XP Trust

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Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Green Top, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have been on roll at the Green Top Nursery, since September 2024.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

Designated catchment addresses for Green Top can be found [here](#).

Tie-breaks

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. This process will be independently ran and verified by the local authority.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Green Top
Middlebrook Lane
Thorne
Doncaster
South Yorkshire
DN8 5LB

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The lead primary school of the XP Trust

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Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Green Top will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Verified:

To be reviewed:

Green Top
Middlebrook Lane
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The lead primary school of **the XP Trust**

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Admission Arrangements for Hatchell Wood Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Page 1

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

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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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Hatfield Woodhouse Primary School 2025/26 School Year

Admission Arrangements

We are proud to be part of the Delta Academies Trust group however our admissions board remains Doncaster Local Authority. Parents must apply to the local authority for a place at the school. Please download your copy of our admissions policy below.

Please use link to DMBC admissions if you would like to apply online.

www.doncaster.gov.uk/admissions

1 These are the admission arrangements for the 2025/26 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Principal nor their representatives are able to offer a school place.

General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'.

These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

4 The admission number for the school is 30. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them.

Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form i (CAF) under a Coordinated Admission Scheme ii (CAS).

Expressing A Preference - Year of Entry

7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.



Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or Previously Looked After Children iii

b) Catchment Area

Children who are ordinarily resident iv in the catchment area of the school.

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

Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 iv, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Principal of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Principal and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

The Exclusion Process • Exclusions will be used sparingly and only if there are serious breaches of the school's behaviour policy or civil law; or if allowing the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil, or other children and/or staff. • The Principal holds responsibility for taking the decision to make a permanent exclusion. However, in the absence of the Principal, the Vice Principal or other senior teacher in charge may make a fixed term exclusion.

- Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken without success.
- In extreme circumstances permanent exclusion may happen for a first or 'one off' offence.
- Fixed Term exclusions may not exceed the statutory amount of days in any one



year. • Persistent poor behaviour at lunchtime may be excluded for a fixed period, each lunchtime will count as a half day. This is subject to the normal rights of appeal.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

Independent Appeals

If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation.

Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU



General Information

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 admission authority 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.



Admissions Policy 2025-26

Applies to:

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Hawthorn Primary

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

General Statement

In Doncaster, each academy or school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

Admission Number

An academy/school must have an admission number (see appendix 1) for each 'relevant age group', defined in law as

'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admissions Scheme (CAS).

Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion e) being the final tie- breaker.

A Looked After Children and all previously Looked After Children.

B Children of staff

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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

D Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested academy/school (excluding nursery) at the point of admission. Where the requested academy/school is an infant or junior academy/school, attendance at a linked infant or junior academy/school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

E Proximity

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

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

The Offer of a Place at an Academy/School

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

Unsuccessful Applications

Any parent whose child is not offered an academy/school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/school within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the academy's/school's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Nursery Admissions

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and; is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2025 is 3 October 2024. Decisions are posted to parents on 7 November 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

Children born in the Autumn Term may be able to start in the Spring Term.
Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily resident in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery.

Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application. Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy/school or the LA as follows:-

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Telephone: 01302 737274 or 01302 737205 email

[address: admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September) What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; 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 summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a

Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. 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 either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.

Policy Agree September ****

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



Admissions Policy 2025/26

Urban Road, Hexthorpe, Doncaster, DN4 0HH

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **90** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below ninety where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.

- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
- 2. Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
- 3. 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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A

of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- 4. Children of staff in skills shortage posts** - Children of staff at the school 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.
- 5. 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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

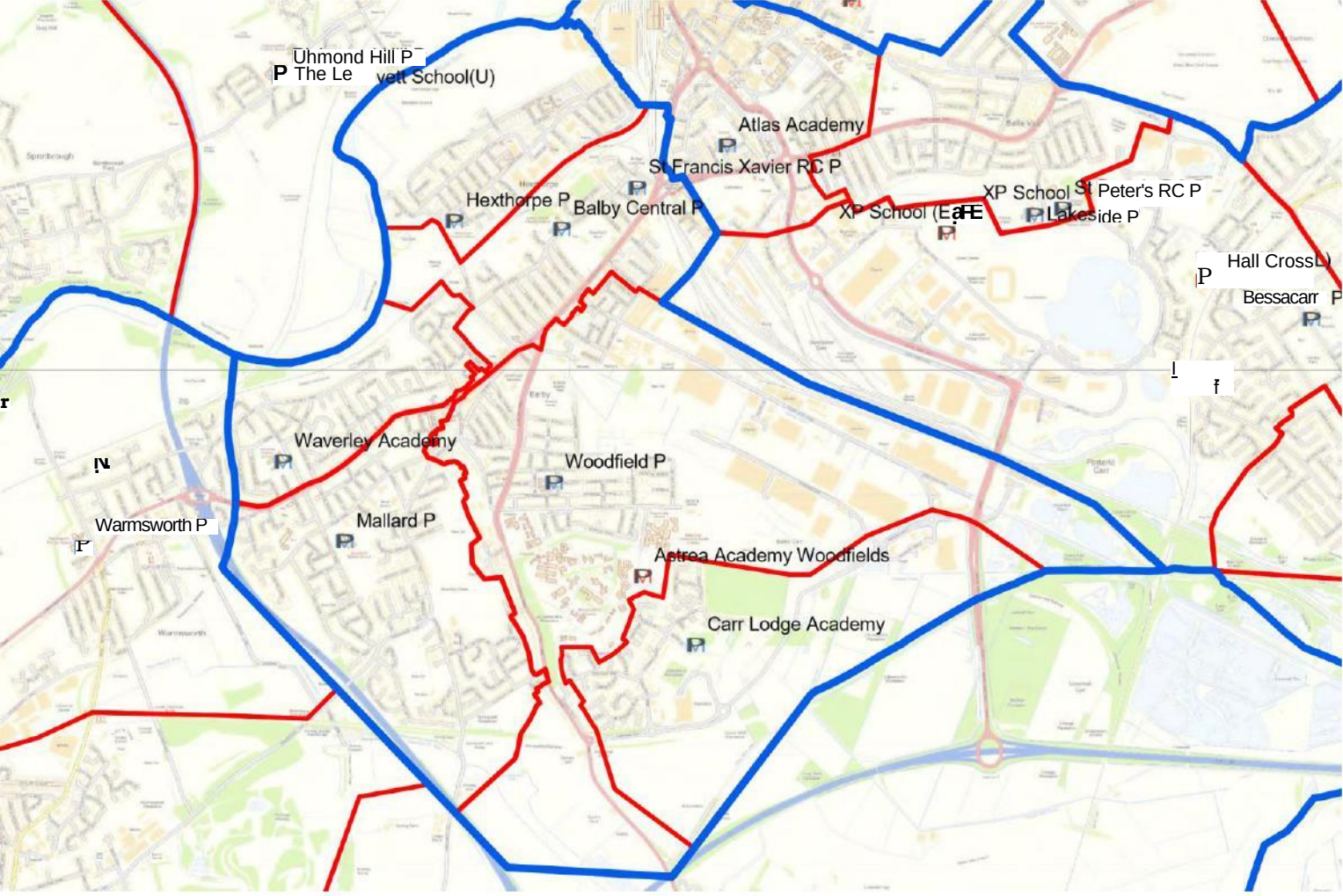
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Uhmond Hill P
The Le... School(U)

Atlas Academy

St Francis Xavier RC P

Hexthorpe P

Balby Central P

XP School St Peter's RC P

XP School (E...)

Lakeside P

Hall Cross U

Bessacarr P

Waverley Academy

Woodfield P

Warmsworth P

Mallard P

Astrea Academy Woodfields

Carr Lodge Academy



Admission Arrangements for Highfields Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 20. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research

Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or all Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025-26

Applies to:

Bessacarr Primary School

Southfield Primary

Tranmoor Primary

Highwoods Academy

Admission Arrangements for EMAT Learning Partnership Academies

Unless delegated to the Local Authority, only the Trustees are able to decide who is eligible for a place at that academy/school. Neither the CEO nor their representatives are able to offer a place.

General Statement

In Doncaster, each academy or school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

Admission Number

An academy/school must have an admission number (see appendix 1) for each 'relevant age group', defined in law as

'an age group in which pupils are or will normally be admitted to the school in

question'. The admission number for each year group is set with regard to the capacity assessment for the academy/school, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy/school and those who teach and support them. Where necessary, the Trustees consult with the LA (see Appendix 1 for our academies' admission numbers).

Before making a final decision, the Trustees consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on a Common Application Form (AF)i under a Coordinated Admission Schemeii(CAS).

Expressing a Preference – Year of Entry

Applications for admission to an academy's/school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each academy/school will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion e) being the final tie- breaker.

A Looked After Children and all previously Looked After Children.

B Children of staff

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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C Catchment Area

Children who are ordinarily resident in the catchment area of the academy.

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

D Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested academy/school (excluding nursery) at the point of admission. Where the requested academy/school is an infant or junior academy/school, attendance at a linked infant or junior academy/school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

E Proximity

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

If two or more pupils live equidistant from the academy/school, the distance each pupil lives by road from the preferred academy/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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

The Offer of a Place at an Academy/School

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

Unsuccessful Applications

Any parent whose child is not offered an academy/school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

Pupils will be added to the waiting list(s) of academies/schools where they are refused a place and those academies/schools were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the autumn term.

Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy/school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In-Year Transfers

Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy/school. They should be made on the official application form.

Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

Pupils are normally admitted to an academy/school at the start of the next new term other than with the prior approval of the Headteacher of the academy or in circumstances beyond parental control, e.g. movement into the borough.

Pupils are required to start at the academy/school within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the academy's/school's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Nursery Admissions

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 11.9)

Pupils are entitled to 15 hours' free provision per week for 38 weeks.

Admission Limit

The Admission Limit of each academy (see appendix 1) determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and; is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

Closing and Announcement Dates

The closing date for receipt of applications for nursery in September 2025 is 2 October 2024. Decisions are posted to parents on 6 November 2024. Late applications are accepted and will be considered after those received by the closing date have been processed.

Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

Only in exceptional circumstances will a pupil be allowed to transfer between academies/schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

Children born in the Autumn Term may be able to start in the Spring Term.

Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

Allocation of Places and Admission Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

Looked After Children or All Previously Looked After Childreniii.

Children who are ordinarily residentiv in the catchment area of the school.

For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).

Doncaster children who live in the catchment area of an academy/school without a nursery.

Doncaster children who live in the catchment area of an academy/school with a nursery.

Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, eldest first

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

Waiting Lists

In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery.

Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy/school or the LA as follows:-

Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Telephone: 01302 737274 or 01302 737205 email

[address: admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)

Deferred Entry for the Admission of Summer Born Children

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and EMAT Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

Schools Minister Nick Gibb recently announced government plans to amend the School Admissions Code so that summer-born children can begin school after their fifth birthday and be placed into a reception class. A full public consultation will be carried out in due course and reforms will have to be approved by Parliament. This information is designed to explain the options available to parents for their child's starting school arrangements and to answer the frequently asked questions.

When will my child reach statutory school age?

Children must be receiving full-time education by the start of the term following their fifth birthday.

For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January) For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April) For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September)

What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to: start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age; 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 summer term of the school year for which the offer of the school place was made.

And for summer born children (those born between 1 April and 31 August) only: delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

How do I make the request?

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

Type of School	Who is the Admission Authority for the School?
Academy	Academy Trust (EMAT)
Community	Local Authority
Foundation	Governing Body
Voluntary Aided	Governing Body

For Academies within EMAT, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

Each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned. You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Do I need to provide medical evidence or reports from an educational psychologist?

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

Will all schools agree to my request?

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

Am I guaranteed a place?

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. 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 either using the school's complaints procedures (for Academies).

What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

Does deferring my child's admission impact on when my child can leave school?

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

I'm still not clear, who can I speak to?

Please contact the academy to which your application relates in the first instance.

Independent Appeals

If a place is not offered at a preferred academy/school, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

Looked-After Children or previously Looked-After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.

Policy Agree September ****

Appendix 1 EMAT Academy Admission Numbers

Academy/School	Main School Admission Number	Nursery Admission Number
Bessacarr Primary School	60	52
Highwoods Primary School	30	26
Southfield Primary School	30	26
Tranmoor Primary School	60	52



Hill Top Primary Academy Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 50. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Hill Top Primary Academy 2025/26

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either

the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Hill Top Primary Academy 2025/26

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care

outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

Hill Top Primary Academy 2025/26

Diocese of Hallam Schools' Department

Revised Model Admission Policy for Catholic Primary Schools – 2025/26

Holy Family Catholic Primary School

Introduction

Holy Family Catholic Primary School is a Church aided school 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+ years, with priority being given to Catholic children who live within the parish/parishes of Our Lady's of the Assumption and St. Joseph and St. Nicholas.

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 Holy Family Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number is 30

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in *Doncaster* LA and who have expressed a preference for Holy Family Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. 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 *Doncaster* area, including Holy Family 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 both of which are to be found in the LA ADMISSION BOOKLET.

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 Holy

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 2025/26

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2025/26 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 till 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 (state here the details of admission)

- a) children whose fifth birthday falls between 1st September and 31st December – admission at the beginning of the Autumn Term in September.*
- b) children whose fifth birthday falls between 1st January and 31st August – admission at the beginning of the Spring Term in January.*

Criteria for Admission:

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted.

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

Should the planned 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 main entrance of the child's home to the main entrance of 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

Holy Family 2

Catholic children (see footnote 2) who:-

- a) are Looked After Children or all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending Holy Family Catholic school at the time of admission
- c) live and worship within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas
- d) live or worship within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas

Category Two

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

Category Three

Children who have siblings (footnote 4) attending Holy Family 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 other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of Our Lady's of the Assumption and St, Joseph and St. Nicholas

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 Holy Family Catholic Primary school is the most appropriate setting.

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 eg Doctor, Social Worker is submitted with the application indicating why Holy Family 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 Doncaster 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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.

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

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code..

Timetable

Closing date : 15th January,

Announcement date: 16th April (Letters posted by Local Authority)

Documentation Required

- Governing Body of Holy Family Catholic Primary School

Admission Arrangements and Oversubscription Criteria for the 2025/26 Academic Year

OVERVIEW

These are the admission arrangements for the 2025/26 school year.

As an Academy Trust, we are our own Admissions Authority. In determining this admissions policy we have sought to provide some consistency across our academy while aligning with existing local arrangements where that makes most sense and which reflect our partnership with Doncaster Council.

General Statement

In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

National Allocation Day

Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

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.

Closing Date For Receipt Of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with priority 5 being the final tie breaker.

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:

Priority 1

Looked After Children and previously Looked After Children¹;

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)

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

¹ Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 an Astrea non-executive Regional Ambassador 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 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 is applied, in order, as tie breakers, with priority 5 being the final tie breaker.

The Offer Of A Place At A School

Decisions will be posted to parents in accordance with the Authority's CAS.

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 Doncaster, waiting lists are maintained until 31st December 2025.

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.

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/primary-admissions

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.

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 halfbrothers/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.

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.

Explanatory Notes

Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii **Co-ordinated Admissions Scheme (CAS)**

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

Admissions Policy 2025/26



Coventry Grove, Intake, Doncaster, DN2 4PY

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **60** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below sixty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
3. **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.
4. **Children of staff in skills shortage posts** - Children of staff at the school 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.
5. **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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

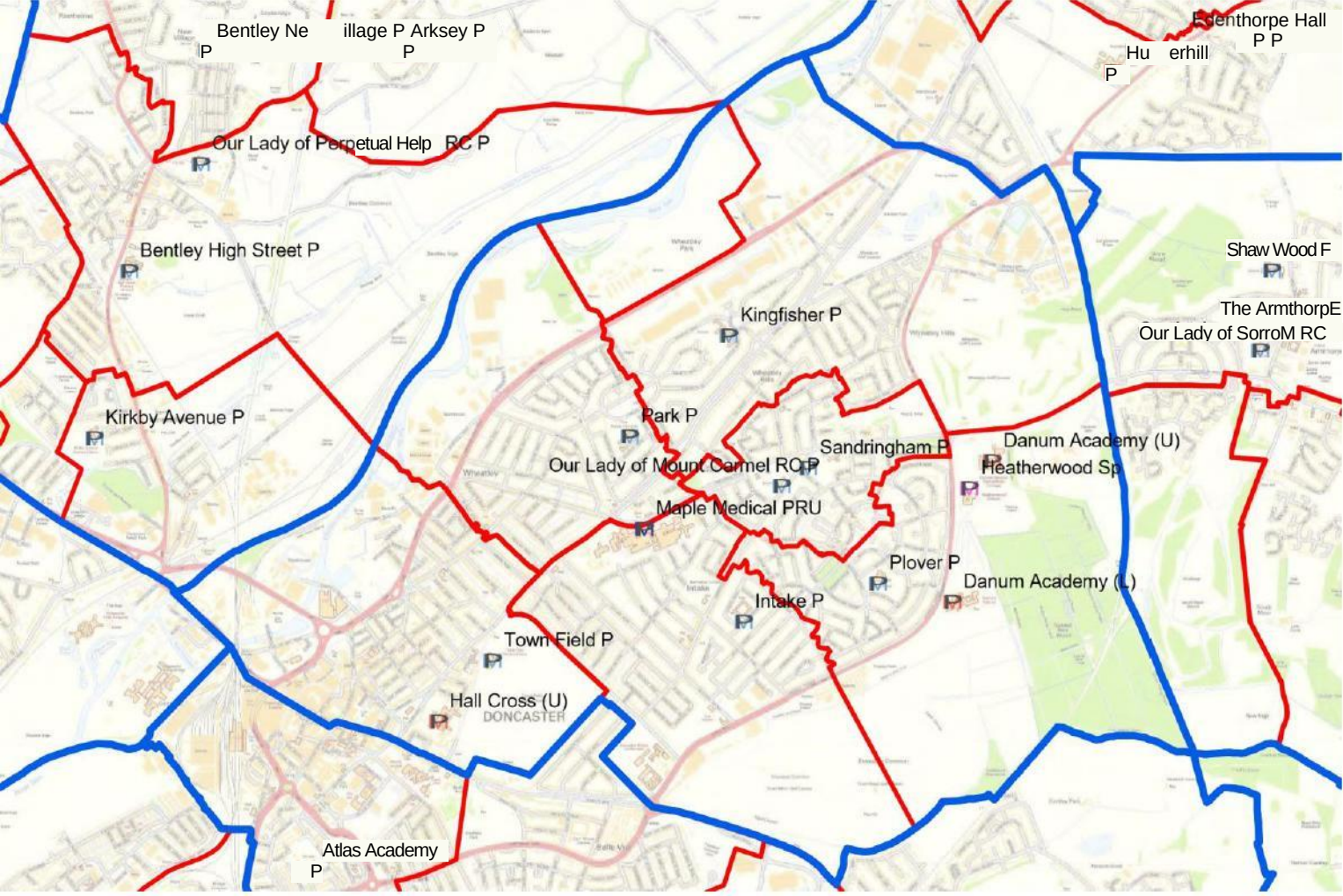
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Bentley Neill P
Village Park P
Arksey Park P

Escenthorpe Hall P
Hull P
erhill P

Our Lady of Perpetual Help RC P

Bentley High Street P

Shaw Wood F

The Armthorpe
Our Lady of Sorrows RC

Kirkby Avenue P

Kingfisher P

Park P

Our Lady of Mount Carmel RC P

Sandringham P

Danum Academy (U)

Heatherwood Sp

Maple Medical PRU

Plover P

Danum Academy (L)

Intake P

Town Field P

Hall Cross (U)
DONCASTER

Atlas Academy
P



Admission Arrangements for Kirk Sandall Infant School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 90. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Kirk Sandall Infant

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ

Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Kirk Sandall Junior School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Local Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 90. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Local Governing Body consults with the LA.
- 5 Before making a final decision, the Local Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Link School

Children attending Kirk Sandall Infant School and who have, on the closing date, attended that school continuously for more than one calendar year.

c) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

e) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DCSF requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or all Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an

order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

√ **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

Lakeside Primary School Admission Arrangements for 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **60**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Page 1 of 4

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

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Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

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An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

DIOCESE OF SHEFFIELD

ADMISSION POLICY FOR 2025/26

Admission Policy for St. John the Baptist CofE Primary School 2025/26

Introduction

St. John the Baptist CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is part of the Montgomery Academy Trust.

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.

St. John the Baptist Primary School 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 is 30 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 St. John the Baptist CE 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 along with the **Supplementary Information Form** (if applicable)

Criteria For Admission

- Children who have 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 Mexborough and regularly (see definition 3) attend the parish church of St. John the Baptist, Mexborough.
5. Children who reside in the parish of Mexborough and regularly attend the parish church of St. John the Baptist
6. Children of parents /carers who reside in the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who reside in the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of Mexborough and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of Mexborough
10. Children of staff on the payroll of the school (see definition 6)
11. All other children

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.

Tie Break

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 the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

In Year Transfers

Doncaster Local Authority will co-ordinate in year transfers for our school in 2025/26.

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 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

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 reconsidered 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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.



Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Page 1

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
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In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
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- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
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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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

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A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii**

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purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

✓ **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Morley Place Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 75. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

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Late applications are processed in accordance with the relevant CAS.

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Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Link School

Children attending Rowena Academy and who have, on the closing date, attended that school continuously for more than one calendar year.

c) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, priority for available places will be given in order of birth, eldest first.

e) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's

CAS. Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU.

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or all Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Admissions Policy 2025/26

School Background

Norton Infant School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Norton Infant School having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

Size of school and appeals

Norton Infant School has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

Application Process

Norton Infant School is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions>.

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published Admissions Number

Norton Infant School has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

Children with an Education, Health and Care Plan (EHCP) where Norton Infant School is named in the EHCP, will be admitted to Norton Infant School.



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Admissions Policy 2025/26

Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Norton Infant School, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).
 - a. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
 - b. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.
 - c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)
2. Children who have been on roll at the Norton Infant School Nursery at the time of application.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

Tie-breaks

In the event of a tie breaker, proximity will be used to determine a school place.

- Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest the reception point of the school building.
- 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 be decided by random allocation.
- Measurements will be made using a computerised programme independently verified by the local authority.





Admissions Policy 2025/26

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time.

If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Norton Infant School will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions>.



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NJS 2025/26



XP
TRUST

Admissions Policy

School Background

Norton Junior School is part of the XP School Trust and as such, places a great deal of emphasis on the wellbeing and learning attitudes of its pupils through what is known as Crew. We have worked hard over the years to create an exciting and stimulating environment where all students can thrive and achieve their best through an engaging and inspiring curriculum offer of Expeditionary Learning. Over the years, we have been very successful in achieving great academic outcomes for our pupils and wider feedback from stakeholders is very positive. Clearly, we love our school and believe it's a great place to be but don't just take our word for it, [click here](#) to access our school website and take some time to look around at what we do.

Size of school and appeals

Norton Juniors has set its maximum class limit at 30 children and a limit of 60 children per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

Application Process

Norton Junior School is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published Admissions Number

Norton Juniors has an agreed Published Admissions Number of 60 for admission into Year 3 and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

Children with an Education, Health and Care Plan (EHCP) where Norton Junior School is named on the EHCP will be admitted to Norton Junior School.

will



be:

Oversubscription criteria

Where the school receives more applications than it has places available,

the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names NJS, the oversubscription criteria

1. A 'looked after child' or a being looked after guardianship order,



child who was previously looked after but immediately after became subject to an adoption, residence, or special including those who appear [to the admission authority] to

have been in state care

outside of England and ceased to be in state care as a result

of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

a. An adoption order is an order under the Adoption Act 1976

(see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

b. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)

2. Children who have been on roll in Year 2 at Norton Infant School at the time of application.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.

4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.

5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

Designated catchment addresses for Norton Junior can be made available by request from the Local Authority Admissions Team.

Tie-breaks

In the event of a tie breaker, proximity will be used to determine a school place.

- Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest the reception point of the school building will be offered a place.
- 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 be decided by random allocation.
- Measurements will be made using a computerised programme independently verified by the local authority.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.



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Waiting List

If the school is oversubscribed, on a waiting list. The list will be placement and will operate in accordance with the oversubscription criteria defined above.



names of all unsuccessful applicants will be placed kept for the eligible timespan of the school

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

School will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions>.





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OUR LADY OF MOUNT CARMEL CATHOLIC PRIMARY SCHOOL ADMISSION POLICY 2025/26

Our Lady of Mount Carmel Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2025

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of 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. **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)

¹ ~~This is for admission to the school~~ at the start of the school year in September and not for applications made in-year

2. Catholic children who are resident in the parish of Our Lady of Mount Carmel and St Mary Magdalen. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round², you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to the office at Our Lady of Mount Carmel School by the closing date.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless

² This is for admission to the school at the start of the school year in September and not for applications made in-year.

your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of each term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by applying directly to the Local Authority .

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute

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priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. 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 educational 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.
2. Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children

Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents who is catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and □
A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the as the child who is subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are available from school

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12. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



DIOCESE OF HALLAM

OUR LADY OF PERPETUAL HELP CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2025/26

Our Lady of Perpetual Help Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round³. The governing body has set its admission number at 20 pupils to be admitted to [the reception year] in the school year which begins in September, 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of 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.

³ This is for admission to the school at the start of the school year in September and not for applications made in-year

Where this takes place before the allocation of places under these arrangements
this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Our Lady of Perpetual Help, Bentley, Doncaster (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes (these notes form part of the oversubscription criteria)

1. *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 educational 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.*

2. *Children who are Looked After Children and all previously Looked After Children*

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and

Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

3. *‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.*

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. *‘catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.*

5. *‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*

6. *“children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. *“children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:*

- A religion which involves belief in more than one God, and*

- *A religion which does not involve belief in a God*

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. *'brother or sister' includes:*
 - (i) *all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
 - (ii) *the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*
9. *A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.*
10. *To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.*
11. *For the purposes of this policy, parish boundaries are as shown on the parish map which is available from the school on request.*
12. *A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.*

Tie Break

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance. Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement (as the crow flies) between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

Reception applications are now made online at:

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR
ADMISSION TO OUR SCHOOL**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form (SIF) should be returned to the school before 15th January 2025.

You will be advised of the outcome of your application on 16th April 2025 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year

Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to 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, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st August.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the headteacher.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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Diocese of Hallam Schools' Department

Admission Policy for Catholic Primary Schools – 2025/26

Our Lady of Sorrows Catholic Voluntary Academy

Introduction

Our Lady of Sorrows Catholic Voluntary Academy is a Church aided school 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+ years, with priority being given to Catholic children who live and worship within the parish of Our Lady of Sorrows, Armthorpe and St. Thomas of Canterbury, Kirk Sandall.

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 Our Lady's Catholic Primary School does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2025/26 is 30.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers applying for places in Doncaster LA and who have expressed a preference for Our Lady of Sorrows Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. 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 Doncaster area, including Our Lady of Sorrows 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 both of which are to be found in the LA ADMISSION BOOKLET.

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 2025/26 is xxxx

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2025/26 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 till 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
- Children whose fifth birthday falls between 1st January and 31st August – admission at the beginning of the Spring Term in January.

Deferred Entry

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to defer entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

Criteria for Admission:

Please note that children who have an Education Health and Care Plans that name the School are required by law to be admitted

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

Should the planned 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 main entrance of the child's home to the main entrance of 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 all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending Our Lady of Sorrows Catholic school at the time of admission
- c) live and worship within the parish of Armthorpe and Kirk Sandall.
- d) who live or worship within the parish of Armthorpe and Kirk Sandall.

Category Two

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

Category Three

Children who have siblings (footnote 4) attending Our Lady of Sorrows Catholic Primary School at the time of admission.

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, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of Armthorpe and Kirk Sandall.

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 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 of Sorrows 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 Doncaster 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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

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.

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

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admission Appeals Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Corporate Services
Committee Services Section
Waterdale
Doncaster
DN1 3BU

Normally, appeal hearings will be held in accordance with the timescales specified in the DfE Admissions Appeals Code.

Timetable

15th January 2025 Primary National Closing Date

16th April 2025 Primary Offer Date

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, obtainable in the LA admission booklet, should be completed, securely attached to the Common Application form and returned to the LA by 15 January 2025.
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.

Governing Body of Our Lady of Sorrows Catholic Primary School



Admission Arrangements for 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **60**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Page 1 of 4

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. **iii**

Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Owston Park Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Owston Park Primary 2025/26

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Owston Park Primary 2025/26

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round.

Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

Owston Park Primary 2025/26

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Pheasant Bank Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 100. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Page 1 of 4

Late applications are processed in accordance with the relevant

CAS. Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Link Schools

Children attending a school which is a linked infant school and who have, on the closing date, attended a linked infant school continuously for more than one calendar year. Link Schools are Rossington Tordale Infant and Grange Lane Infant schools.

c) Catchment Area

Children who are ordinarily resident^v in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at 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.

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, at the point of admission. Attendance at a linked infant school will be included.

e) Proximity

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^v, to the entrance nearest to the reception point of the school 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.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Pheasant Bank Academy 2025/26

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

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- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Pheasant Bank Academy 2025/26

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Pheasant Bank Academy 2025/26

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

Admissions Policy



Date of Review: October 2020

School Background

Plover Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Plover having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

Size of school and appeals

Plover has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

Application Process

Plover Primary is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.

Full details of the application process are available in the local authority's website

<http://www.doncaster.gov.uk/services/schools/primary-admissions> .

Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

Published Admissions Number

Plover Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Plover is named on the statement will be admitted to Plover Primary.

Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Plover, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked.

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have been on roll at the Plover Nursery, since September 2024.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently ran and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently ran and verified by the local authority.

Tie-breaks

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. This process will be independently ran and verified by the local authority.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Plover will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

Further Information

For more information regarding admissions in Doncaster, please see <http://www.doncaster.gov.uk/services/schools/primary-admissions> .



Richmond Hill
Primary Academy

Admission Arrangements for Richmond Hill Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Page 1 of 5

Late applications are processed in accordance with the relevant

CAS. Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Rosedale Primary School Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 30. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Rosedale Primary Academy 2025/26

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Rosedale Primary Academy 2025/26

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked After**

Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

Rosedale Primary Academy 2025/26

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



DIOCESE OF SHEFFIELD

Admission Policy for Rossington St Michael's C of E Primary School 2025/26

Introduction

Rossington St Michael's CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield.

The school provides a distinctively Christian education for children aged 5 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.

Rossington St Michael's CE Aided Primary School 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 2025/26 is 60 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 Rossington St Michael's CE 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 15 January 2025 along with the **Supplementary Information Form** (if applicable).
4. The announcement date is the 16 April 2025.

Criteria For Admission

- Children who have a statement of special educational need 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/all Looked After Children and Children who were previously in Care/Looked After
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 St Michael's, Rossington and St Luke's, New Rossington and regularly (see definition 3) attend the parish church of St Michael's, Rossington and St Luke's, New Rossington
5. Children who reside in the parish of St Michael's, Rossington and St Luke's, New Rossington and regularly attend the parish church of St Michael's, Rossington and St Luke's, New Rossington.
6. Children of parents /carers who reside in the parish of St Michael's, Rossington and St Luke's, New Rossington and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who reside in the parish of St Michael's, Rossington and St Luke's, New Rossington and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of St Michael's, Rossington and St Luke's, New Rossington and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of St Michael's, Rossington and St Luke's, New Rossington
10. All other children

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 that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period

when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Tie Break

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

Doncaster Local Authority will co-ordinate in year transfers for our school in 2025/26

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 available with the Common Application Form

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk Member churches:

Please refer to the website for an up to date list of member churches.

Definition 5 – Looked after children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Place of residence

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission .
2. A vacancy only arises when the number of offers to the school fall below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

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 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 of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Diocese of Sheffield



Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 80. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Page 1 of 5

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

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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.

Explanatory Notes

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This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

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Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Sandringham Primary School Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

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Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's

CAS. Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

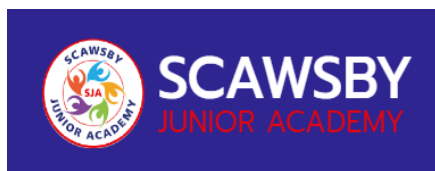
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Scawsby Junior Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Local Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 90. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Local Governing Body consults with the LA.
- 5 Before making a final decision, the Local Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an application under a Co-ordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

Announcement Date for Parental Preferences

- 9 For those applications received by the closing date noted in 8 above, emails will be sent to parents in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 10 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Link School

Children attending Scawsby Saltersgate Infant School and who have, on the closing date, attended that school continuously for more than one calendar year.

c) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

For other admissions, the applicable date is the date of application.

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

e) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 Synergy provided by Access Ltd 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.

The Offer Of A Place At A School

- 11 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 12 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 13 Pupils will be added to the waiting list where they were refused a place and the school was ranked higher on the application than the place offered. Late applications will continue to be added to the waiting list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 14 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 15 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. Applications should be made using the online application system which can be found at www.doncaster.gov.uk/admissions.
- 16 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v. - see point 22 below.
- 17 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 18 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 19 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 20 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough or the pupil is not on the roll of a school.
- 21 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 22 Repeat applications to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 23 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Allocation of Places

- 24 If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the Council's CAS.

Independent Appeals

- 25 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.
- 26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

Further Information

Further, more detailed information about the admission process is available from the Council and can be found in the Admission to Primary School Booklet, available as follows:

Telephone: 01302 736000

Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

General Information

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 admission authority 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

To support the Armed Forces Community Covenant, 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.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of young children into schools above the admission number.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or all Previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

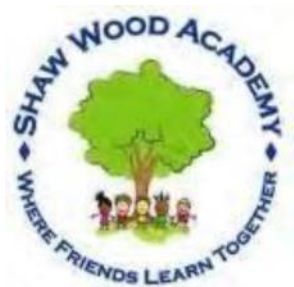
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

√ Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.



Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Page 1 of 4

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ

Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Sheep Dip Lane Primary School

Admission Arrangements for Sheep Dip Lane Primary School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **40**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant

CAS. Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time

of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements for Spa Academy Askern 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **90**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Link School

Children attending Askern Littlemoor Infant Academy and Askern Moss Road Infant Academy and who have, on the closing date, attended that school continuously for more than one calendar year.

c) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

e) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

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- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
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- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council,
Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



ADMISSION

2025/26

POLICY

St Alban's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round⁴. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of 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. **Oversubscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of St Alban's Denaby Main or English Martyrs. (see notes 3&11)

⁴ This is for admission to the school at the start of the school year in September and not for applications made in-year

3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round⁵, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to the Headteacher at St Albans Catholic Primary school by 15th January 2025.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of

⁵ This is for admission to the school at the start of the school year in September and not for applications made in-year.

the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with your home. Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher at St Alban's Catholic Primary School at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to 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, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the end of the summer term 2025.

Inclusion in the school's waiting list does not mean that a place will eventually become available. In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Headteacher at St Alban's Catholic Primary School.

Diocese of Hallam – approved ****amended and approved ****

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. 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 educational 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.
2. Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are as shown on the map (available on request from the school) and will be applied to the admission arrangements for 2025/26.
12. A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Approved by Governing Body of St Alban's Catholic Primary School Date:

Admission Policy for St Francis Xavier Catholic Primary School 2025/26

Introduction

St Francis Xavier Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Doncaster 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. Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child. Priority will be being given to children who live and worship within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire Sacred Heart parish of Balby

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, by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

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

The admission number for 2025/26 is 30

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Doncaster LA and who have expressed a preference for St Francis Xavier Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority.

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 Doncaster area, including St Francis Xavier 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 both of which are to be found in the LA ADMISSION BOOKLET.

Let God's love shine in our lives as we care and share and learn together

Page 2 of 6

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians to express up to two 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 2025/26

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 whose fifth birthday falls between 1st September and 31st August, into school at the beginning of the Autumn Term in September.

Parents can request that their child attends part-time until the child reaches compulsory school age and the request will be considered where it appears to be in the best interest of the child.

Criteria for Admission:

Please note that children who have an Education Health and Care Plan that names the school will be admitted.

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

Should the planned 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 main entrance of the school. Distance will be measured in a straight line from the front door of the child's house (including flats) to the main entrance of the school, using the Local

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Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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 St Francis Xavier Catholic Primary School at the time of their admission
- c) live and worship within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby
- d) who live or worship within the parish St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby

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 Francis Xavier Catholic Primary School at the time of their admission.

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 5) whose parents have sought the written support of their minister and live within the parish of St Peter's west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire parish of Sacred Heart, Balby

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 Special Educational Needs who are supported by professional evidence as to why St Francis Xavier Catholic Primary School is deemed the most appropriate setting to meet those needs.

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 Doncaster 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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

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 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 reconsidered, by the Governing Body and a right of independent appeal offered if the place is refused.

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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

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 21 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources,
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

Timetable

Closing date for receiving applications As agreed with LA 15th January 2025

Offer day As agreed with LA 16th April 2025

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, *obtainable in the LA admission booklet*, should be completed and returned to the school by 15th January 2025
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. 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.

Governing Body of St Francis Xavier Catholic Primary School

DIOCESE OF HALLAM

ST JOSEPH & ST TERESAS CATHOLIC PRIMARY SCHOOL

ADMISSION POLICY 2025/26

St Joseph & St Teresa's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round⁶. The governing body has set its admission number at 20 pupils to be admitted to [the reception year] in the school year which begins in September, 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of 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

⁶ This is for admission to the school at the start of the school year in September and not for applications made in-year

Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parishes of St Joseph & St Teresa's, Woodlands and Blessed English Martyrs, Askern (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes (these notes form part of the oversubscription criteria)

1. *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 educational 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.*

2. *Children who are Looked After Children and all previously Looked After Children*

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England

and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. *'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.*

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. *'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.*
5. *'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.*
6. *"children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. *"children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:*

A religion which involves belief in more than one God, and

A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. *'brother or sister' includes:*

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and*
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.*

9. *A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.*

10. *To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.*

11. *For the purposes of this policy, parish boundaries are as shown on the parish map which is available from the school on request.*

12. *A child's home address refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.*

Tie Break

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance. Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement (as the crow flies) between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

Reception applications are now made online at:

<http://www.doncaster.gov.uk/services/schools/primary-admissions>

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

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 8. The Supplementary Information Form (SIF) should be returned to the school before 15th January 2025.

You will be advised of the outcome of your application on 16th April 2025 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 8, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group to reception rather than year 1. Any such request should be made in writing to the school at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to 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, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st August.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the headteacher.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).



ST JOSEPH'S SCHOOL, A CATHOLIC VOLUNTARY ACADEMY

ADMISSION POLICY 2025/26

St Joseph's School, A Catholic Voluntary Academy was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round⁷. The governing body has set its admission number at 30 pupils to be admitted to the reception year in the school year which begins in September, 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an 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.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)

⁷ This is for admission to the school at the start of the school year in September and not for applications made in-year

2. Catholic children who are resident in the parish(es) of Christ the King. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8). **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school, using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round⁸, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 6 to 8. The Supplementary Information Form (SIF) should be returned to St Joseph's School CVA, Bevan Avenue, Rossington, Doncaster DN11 0NB by closing date.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 6 to 8, and this is likely to affect your child's chance of being offered a place.

⁸ This is for admission to the school at the start of the school year in September and not for applications made in-year.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025

Late Applications

Late applications will be administered in accordance with Doncaster Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later 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 for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Chair of Governors at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to 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, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st August 2025.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the School Office, St Joseph's School.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

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 protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes *(these notes form part of the oversubscription criteria)*

1. 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 educational 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.
2. Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have

been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

□ A religion which involves belief in more than one God, and □

A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

8. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2025/26.

[Map attached]

Admission Policy for Catholic Primary Schools – 2025/26

St Mary's Catholic Primary School

Introduction

St Mary's Catholic Primary School is a Church aided school in the Diocese of Hallam and is maintained by Doncaster 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 of St Mary's, Edlington.

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 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 2025/26 is 30

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Doncaster LA and who have expressed a preference for St Mary's Catholic Primary School before the closing date will receive a single offer of a school place on the same day from the Authority. 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 Doncaster area, including St Mary'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 both of which are to be found in the LA ADMISSION BOOKLET.

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 2025/26

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, in 2025/26 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 till 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 August admission at the beginning of the Autumn Term in September.

Criteria for Admission:

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted.

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

Should the planned 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 main entrance of the child's home to the main entrance of 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 all previously Looked After Children (footnote 3)
- b) are siblings (footnote 4) of Catholic children attending St Mary's Catholic school at the time of admission
- c) live and worship within the parish of St Mary's, Edlington or Sacred Heart, Balby.
- d) live or worship within the parish of St Mary's, Edlington or Sacred Heart, Balby

Category Two

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

Category Three

Children who have siblings (footnote 4) attending St Mary'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 other Christian Churches, who are full members of Churches Together in England (footnote 5) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Mary's, Edlington.

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 Mary'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 Doncaster 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

A child will be deemed to live at the residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

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.

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

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Litigation and Education Section, Directorate of Resources,
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

Timetable

Closing date : 15th January, 2025

Announcement date: 16th April, 2025

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, obtainable in the LA admission booklet, should be completed and returned to the school by 15 January 2025.
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.

Governing Body of St Mary's Catholic Primary School

Date



ADMISSIONS

2025-26

PERSON RESPONSIBLE FOR POLICY:	SHARON PATTON (HEADTEACHER)
APPROVED:	DATE:
SIGNED:	ROLE: CHAIR OF GOVERNORS

TO BE REVIEWED:	

Our Mission Statement:

We aim to provide a high quality of education for all, recognising everyone's value and worth, helping them to achieve their full potential, and sharing the love of God made known through Jesus Christ.

DIOCESE OF SHEFFIELD

Working in Partnership with Doncaster local Authority

Head teacher: Mrs S Patton

Telephone: 01302 770330

2025-26 ADMISSIONS POLICY

INTRODUCTION

St Oswald's Church of England Primary Academy and Nursery School works with the Diocese of Sheffield and Doncaster 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" is reflected in the school's admission criteria.

St Oswald's is a Church of England Primary Academy 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 booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

Reception Class admissions

The admission number for this year is 30

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);
- b) That their child takes up the place part-time until the child reaches compulsory school age

Nursery admissions

The admission number for nursery for this year is 30

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email admin@stoswaldsacademy.co.uk for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

Closing and Announcement Dates

The closing date for receipt of applications for nursery will be 2 October 2024 Decisions will be posted on 6 November 2024

Late applications are accepted and will be considered after those received by the closing date have been processed.

Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;

- a) Children born in the Autumn Term may be able to start in the Spring Term.
- b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements

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 St Oswald's church of England Primary Academy, please complete the **Supplementary Information Form**. This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable).

CRITERIA FOR ADMISSION:

PLEASE NOTE: Children who have 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 MUST BE PROVIDED.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission 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).
2. **Children with special medical or social circumstances affecting the child where these needs can only be met at this school.** This is not about educational needs. *Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential must set out the particular reasons why this school is the most suitable and the difficulties which would be caused if the child had to attend another school.*
3. **Children who have an older brother or sister** (see definition 1) **attending the school at time of anticipated admission.**
4. **Children whose parents/carers** (see definition 2) **regularly** (see definition 3) **attend the parish church of St Oswald's.**
5. **Children who reside in the parish of St Oswald's and regularly attend the parish church of St Oswald's.** (See definition 3)
6. **Children whose parents/carers reside in the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England"** (see definition 4).
7. **Children who reside in the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England"** (see definition 4).
8. **Children who reside outside the parish of St Oswald's Finningley and regularly** (see definition 3) **attend a Christian denomination church participating in "Churches Together in England".**
9. **Children who are resident in the parish of St Oswald's Finningley.**
10. **Children of staff of the school** (see definition 6)
11. **All other children.**

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 point of the front entrance of the pupil's home address (including flats), to the main pupil 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 that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

TIE BREAK CLAUSE

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 will be offered the place.

IN YEAR TRANSFERS

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2025/26

FOOTNOTE

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

DEFINITIONS

1. Definition of brother or 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.

2. Definition of parent/carer

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

3. Definition of regular attendance at Church

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.

For clarification on attendance at St Oswald's church.

This means attending any act of worship on the church's website/notice sheet, Bible study group, Sunday club.

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.

4. Definition of Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list.

5. Definition of a looked after child

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the

person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6. Definition of children of staff at school

Children of staff

- a) Where the member of staff is employed at the school 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 skills shortage.

PLACE OF RESIDENCE

The child's ordinary place of residence will normally be a residential property at which the parent(s) or person(s) with parental responsibility for the child reside at the closing date for receiving applications for admission to the school.

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 normally be the property at which the child resides with the parent or person(s) with parental responsibility, for the greater part of the week.

LATE APPLICATIONS

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

WAITING LISTS

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission oversubscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

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 upon 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 will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section
Directorate of Resources
Doncaster Council
Civic Office
Waterdale
Doncaster DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

TIMETABLE

Closing date for receiving applications by Doncaster Local Authority: 15 January 2025

Offer day: 16 April 2025 – letters posted by the LA

DOCUMENTATION REQUIRED

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, **MUST** be completed and securely attached to the Common Application form and returned to the Local Authority.*
3. *Minister's reference to support regular church attendance.*
St Oswald's church Ministers reference
Reference MUST be handed into school office for completion by St Oswald's minister.
4. *A copy of the Parents/carers or Childs regular attendance register.*

St Oswald's Church's attendance register

Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.

5. *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.*
6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL" may affect the admission category in which your application is placed.*

St. Peter's Catholic Primary School

Admission Policy

2025-26

Introduction

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

The school provides a distinctive Christ centred, Catholic education for children between 4 and 11 years old, with priority being given to Catholic children who live within the parishes of St. Peter's and St. Paul's.

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 St. Peter's Catholic Primary School does not guarantee admission to the McAuley Catholic High School, which has its own admission policy.

The admission number for 2025-26 is 30.

Co-ordinated Scheme for Admission Arrangements

The co-ordinated scheme for admissions is a mechanism that ensures that all parents resident in Doncaster LA and who have expressed a preference for a particular school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority works with the Governing Bodies of the Voluntary Aided primary schools / Catholic Voluntary Academies within the Doncaster area, including St. Peter'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 both of which are to be found in the LA ADMISSION BOOKLET.

Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/guardians 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 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 2025-26

It is the policy of the Governing Body, being the admissions authority for St. Peter's Catholic Primary School, to admit children into school in the September of the academic year in which they have their fifth birthday (1st September – 31st August).

Deferred Entry

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday. The school will consult with parents wishing to defer their child's start. This includes the option to attend part time or to remain in nursery, if available, until they are of statutory school age.

Criteria for Admission:

Please note that children who have an Education Health and Care Plan that names the school are required by law to be admitted (footnote 3).

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

Should the planned 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 main entrance of the school. This distance will be 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 LA's computerised measuring system, with those living closer to school receiving the higher priority.

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 or have been in Public Care (Looked After Children)
- b) are siblings of Catholic children attending St Peter's Catholic Primary school at the time of their admission
- c) live within the parishes of St. Peter's and St. Paul'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. Peter'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

(Please note this category was amended in September 2017 on the advice of the Catholic Education Service)

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. Peter's or St. Paul's, Doncaster.
- b) Other Christian denominations (footnote 7), at the time of application, whose parents have sought the written support of their minister and live within the parishes of St. Peter's or St. Paul's, Doncaster.

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. Peter'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 Doncaster 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

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 educational provision required for a child.

Footnote 4

Definition of 'Looked After Children'

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Footnote 5

Definition of Sibling

A sibling is defined as children who live as a 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 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 School's 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 other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

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

Place of residence

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

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.

Late Applications

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

Waiting List

The names of children who have been refused admission will be placed on a waiting list for admission to school.

A vacancy will occur when the number of pupils in any year group falls below the agreed admission number for that year.

In all cases places will be offered in accordance with the school's Admission Criteria and NOT the length of time on the waiting list.

Children's names will be retained on the list until the end of the autumn term after which date parents are required to inform the school if they wish their child to be retained on the waiting list for the school.

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 LA scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DCSF Admissions Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

**Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office,
Waterdale, Doncaster, DN1 3BU**

Appeal hearings will be held in accordance with the timescales specified in the DFE Admissions Appeals Code.

Timetable for applications:

Closing date for receiving applications – 15th January 2025 Offer

day – 16th April 2025 (letters posted).

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, *obtainable on the LA admissions website pages*, should be completed, securely attached to the Common Application form and returned to the LA by 15th January 2025.
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. 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.

DIOCESE OF SHEFFIELD

Admission Policy for Tickhill St Mary's C of E Primary and Nursery School 2025-26

Introduction

Tickhill St Mary's CE Aided Primary and Nursery School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster 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.

Tickhill St Mary's 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 2025/26 is 40 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 Tickhill St Mary's CE Aided Primary and Nursery 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 2025 along with the **Supplementary Information Form** (if applicable)

Criteria for Admission

- Children who have 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 page3)
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 at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parishes of Tickhill and Stainton and regularly (see definition 3) attend the parish churches of St Mary or St Winifrid
5. Children who reside in the parishes of Tickhill or Stainton and regularly attend the parish churches of St Mary or St Winifrid
6. Children of parents /carers who reside in the parishes of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who reside in the parish of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside the parish of Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in the parish of Tickhill and Stainton
10. Children of staff in the school (See definition 6 page 3)
11. All other children

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 that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Tie Break

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

Doncaster Local Authority will co-ordinate in year transfers for our school in 2025/26

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 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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and

Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

Place of residence

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

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 who 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 reconsidered 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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources,
Doncaster Council, Civic Office,
Waterdale, Doncaster,
DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal



Admission Arrangements for Town Field Primary School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Policy 2025/26

PERSONS RESPONSIBLE FOR POLICY:	Carolyn Buckley

REVISION DATE	REVISION VERSION	SUMMARY OF CHANGES	WEBSITE
12.07.20	1	Changes to attendance at church criteria for oversubscription	
August 2021	1	Changes to definition for Children in Care/Looked After Children and Children who were previously in Care/Looked After – In accordance with new School Admission Code	

Admission Policy for Travis St Lawrence CE Primary School

2025/26 Introduction

Travis St Lawrence CE Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster 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.

Travis St Lawrence CE Primary School 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 2025/26 is 60 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 (online)**.
2. To support your application to Travis St Lawrence CE 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 2025 along with the **Supplementary Information Form** (if applicable).

Criteria For Admission

- ⌞ Children who have a statement of special educational need / EHCP 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 Hatfield and regularly (see definition 3) attend the parish church of St Lawrence, Hatfield.
5. Children who reside in the parish of Hatfield and regularly attend the parish church of St Lawrence, Hatfield.
6. Children of parents /carers who reside in the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4).
7. Children who reside in the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England'.
8. Children who reside outside the parish of Hatfield and regularly attend a Christian denomination participating in 'Churches Together in England'.
9. Children who are resident in the parish of Hatfield. 10. Children of staff at the school (see definition 6)
11. All other children.

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.

Tie Break

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 Doncaster will co-ordinate in year transfers for Travis St Lawrence CE Primary School in 2025-26.

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 available with the Common Application Form.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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 Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under

Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

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 normally be the property at which the child resides with the parent or person or persons with parental responsibility for the greater part of the week.

Late Applications

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

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school fall below the admission number.

3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

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 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 of the normal admissions round

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

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the School parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local education authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 10 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.



Admissions Policy 2025/26

Douglas Road, Doncaster, DN4 0UB

Admission Authority

Astrea Academy Trust is the admission authority for the school.

Admission Numbers

The school has an admission number of **40** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below forty where there are clear grounds to do so.

Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at:
<https://www.doncaster.gov.uk/services/schools/primary-admissions>
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.
- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1. Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
- 2. Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: <https://www.doncaster.gov.uk/services/schools/school-catchment-areas>
- 3. 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.
- 4. Children of staff in skills shortage posts** - Children of staff at the school 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.

¹ Children who are Looked After Children and all previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5. **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.

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.

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.

Notes

Home address - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

Multiple births (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

Service children 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, 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 Trust will not refuse a service child a place because the family does not currently live in the area.

Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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.

Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

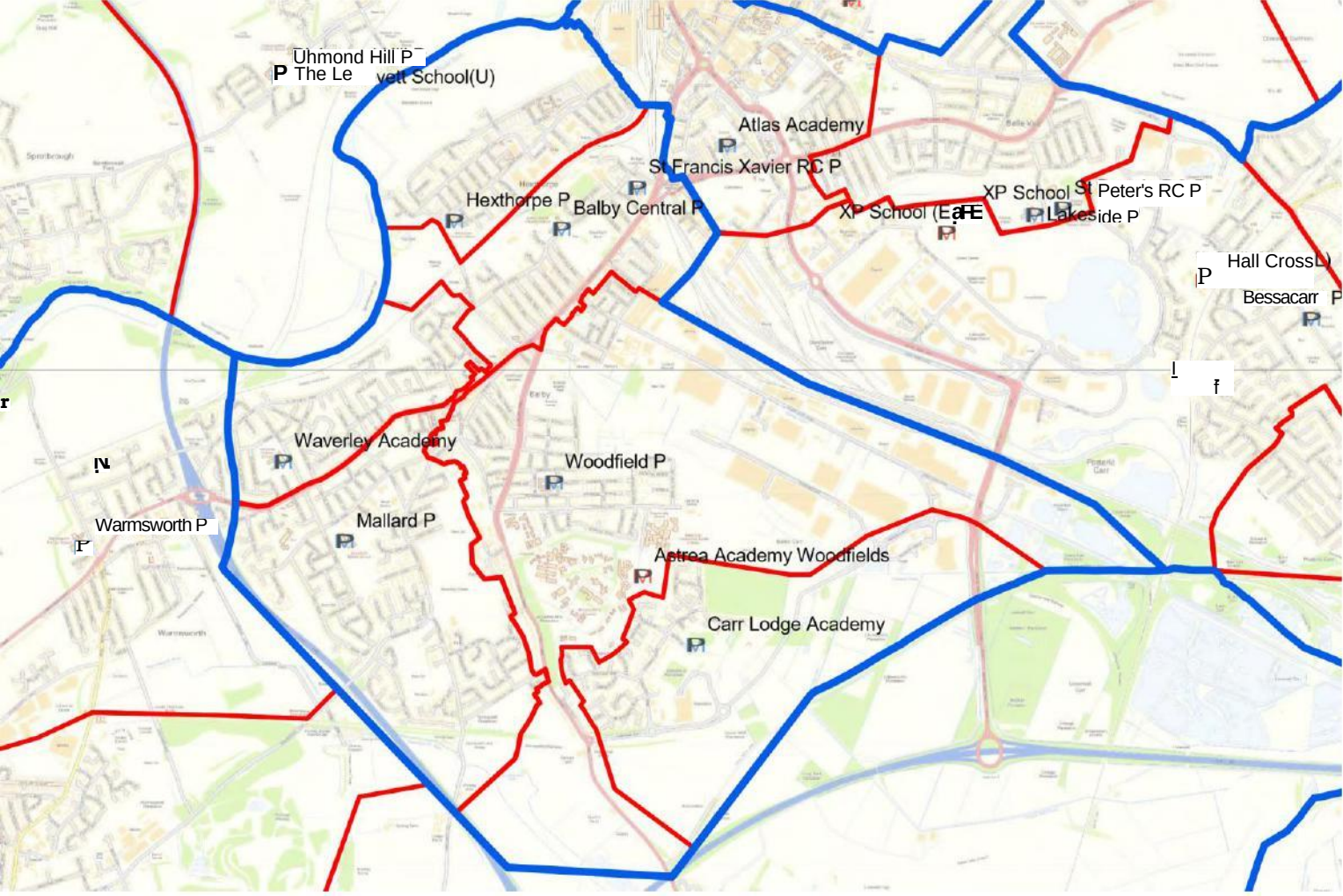
Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.



Uhmond Hill P
The Le... School(U)

Atlas Academy

St Francis Xavier RC P

Hexthorpe P

Balby Central P

XP School St Peter's RC P

XP School (E...)

Lakeside P

Hall Cross U

Bessacarr P

Waverley Academy

Woodfield P

Warmsworth P

Mallard P

Astrea Academy Woodfields

Carr Lodge Academy



Admission Arrangements for West Road Primary Academy 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is **50**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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 ^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the

original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ **Looked**

After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.



Admission Arrangements 2025/26 School Year

- 1 These are the admission arrangements for the 2025/26 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

Page 1 of 5

Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

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- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
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- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. ⁱⁱⁱ

Looked After Children or Previously Looked After Children

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A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

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iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

Admission Arrangements for Woodfield Primary School 2025/26 School Year

- 1 These are the admission arrangements for the 2025/2026 school year.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

General Statement

- 3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

- 4 The admission number for the school is 50. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.
- 5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formⁱ (CAF) under a Coordinated Admission Schemeⁱⁱ (CAS).

Expressing A Preference - Year of Entry

- 7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Closing Date For Receipt Of Parental Preferences

- 8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant

CAS. Eligibility For A Place At A School - Oversubscription Criteria

- 9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the school.

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

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

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^{iv}, to the entrance nearest to the reception point of the school.

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 EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

The Offer Of A Place At A School

- 10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications

- 11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

Waiting Lists

- 12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.
- 13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

- 14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.
- 17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.
- 19 Pupils are normally admitted to a school at the start of the next half term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

- 23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

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 admission authority 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.

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

iv **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

Appendix 5 Other Authority Contact Details

Barnsley Metropolitan Borough Council

Children's Services
School Admissions
PO Box 634
Barnsley
S70 9GG

tel: 01226 773677

web: www.barnsley.gov.uk/schooladmissions
email: admissions@barnsley.gov.uk

East Riding of Yorkshire Council

Children, Families and Adult Services
The Admissions Team
County Hall
Beverley
HU17 9BA

tel: 01482 392100

web: www.eastriding.gov.uk
email: schooladmissions@eastriding.gov.uk

Lincolnshire County Council

County Offices
Newland
Lincoln
LN1 1YQ

tel: 01522 782030
fax: 01522 516708
web: www.lincolnshire.gov.uk

North East Lincolnshire County Council

School Admissions Team
Civic Offices
Knoll Street
Cleethorpes
N.E. Lincs
DN35 8LN

tel: 01472 326291- option 4
email: schooladmissions@nelincs.gov.uk
web: www.nelincs.gov.uk

North Lincolnshire Council

Admissions Team
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

tel: 01724 297133
fax: 01724 297242
web: www.northlincs.gov.uk
email: admissionstoschool@northlincs.gov.uk

North Yorkshire County Council

School Admissions, Transport, and Free
School Meals Team
Document Management Centre
Racecourse Lane
County Hall
Northallerton
DL7 8AE

: tel: 01609 533679
web: www.northyorks.gov.uk/admissions
email: schooladmissions@northyorks.gov.uk

Nottinghamshire County Council

Children and Young People's Services
Meadow House
Littleworth
Mansfield
NG18 2TA

tel. 0300 500 8080
web: www.nottinghamshire.gov.uk

Rotherham Metropolitan Borough Council

School Admissions Team
CYPs
Riverside House
Main Street
Rotherham
S60 1AE

tel: 01709 823777

web: www.rotherham.gov.uk

email: admissions.enquiries@rotherham.gov.uk

Sheffield City Council

People Services Education &
Skills
Floor 5
West Wing
Moorfoot
Sheffield
S1 4PL

tel: 0114 273 5790

email: ed-admissions@sheffield.gov.uk

web: www.sheffield.gov.uk

Wakefield Metropolitan District Council

School Admissions
County Hall
Wakefield
WF1 2QL

tel: 01924 306052

web: www.wakefield.gov.uk

email: ceoadmissions@wakefield.gov.uk

Appendix 6 Comments

ADMISSION TO PRIMARY SCHOOL SEPTEMBER 2025

COMMENTS

We would be happy to know whether you found this booklet helpful and welcome any general comments you may have. Please complete the following questions, cut out this page and return it to the address below via your child’s current school or by post.

	Please circle as appropriate				
	Very Good			Poor	
• Was it easy to understand, without too much jargon?	1	2	3	4	3
• Did it contain the information you wanted? (see below)	1	2	3	4	3
• Was it well laid out, so that you could find the sections you wanted?	1	2	3	4	3
• Overall, how did you rate the booklet?	1	2	3	4	3

Are there any issues not covered in this booklet which you would like to see?
(NB. School items can be found in the School Prospectus)

Do you have any other suggestions for improving the layout of the booklet?

Do you have any suggestions for improving the admission process or for policy changes?

Thank you for your help.

Please return to:

Doncaster Council’s School Admissions Team
Civic Office
Waterdale
Doncaster
DN1 3BU

Primary School Admissions September 2025

Apply online at:

www.doncaster.gov.uk/admissions

- The process is now faster, simpler and easier
- You can request a receipt when the application form is completed
- The system can assist you in completing the application form correctly using online validation
- You are allowed to make changes to the application right up to the deadline
- Online admissions pages provide you with up-to-date and easily accessible information to assist you in making your choice

You will receive your decision on National Offer Day, 16 April 2025



**Doncaster
Council**

www.doncaster.gov.uk