

# Admission to **Secondary School** and other general information

School Year | September 2024 to July 2025

**Make** the  
**application**  
**even** process  
**easier**



*Apply online  
and receive an  
emailed decision  
on offer day!*



City of  
Doncaster  
Council

[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

### **Possible Changes After Publication**

The information given in this booklet has been checked and at the time of writing (July 2023) is as accurate as can be. Unavoidable changes may however occur between this date and the date of admission to school in September 2024.

### **You can now apply online**

Doncaster Council is now operating an online admissions service to enable parents to apply via the internet at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

You will receive your decision by email on offer day.

You can visit the Council office and access the computers or visit your local library.

To access the service, follow the instructions on the web site.

## **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](http://www.doncaster.gov.uk/admissions) or from the School. Further information is found on page 12.

You can apply online or make any changes to your application until 31 October 2023.

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

**Remember to submit your application before the closing date.**

## 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 is ranked highest on the 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 7 Admissions – to start in September 2024

### Pupils with dates of birth 1 September 2012 to 31 August 2013

- **It is very important that you read the booklet!**
- **Apply online at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)**
- Choose up to three schools and rank them in order on the Application (include preferred schools **outside Doncaster**).
- Make sure you submit your completed Application and receive an email to confirm this.
- 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 31 October 2023 and make sure you receive your email to confirm this.

**Decisions will be emailed on 1 March 2024.**

## Important!

- 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 in 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.

## Application Form

This is the application for you to apply to your home authority for a school place.

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.

## In Year Transfers

These are applications for a school place for year 7 after September and for admission to all other years.

## 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 which is the highest ranked place on the Common Application Form 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 Doncaster 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 I 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 kinds 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:

**Doncaster Council**  
**Civic Building**  
**Waterdale**  
**Doncaster**  
**DNI 3BU**

**Telephone: 01302 736000**  
**Email: [general.enquiries@doncaster.gov.uk](mailto:general.enquiries@doncaster.gov.uk)**  
**Website: [www.doncaster.gov.uk](http://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](mailto:admissions@doncaster.gov.uk)**

## Contacting Schools

Further information about contacting schools and dates of open evenings 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](http://www.doncaster.gov.uk/admissions) or from the Schools Admission Team

### In Doncaster there are:

- 19 Secondary 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.

### Academies and Free School

The Governing Body sets and applies the admission criteria. Alternatively they may ask the Council to apply their set criteria on their behalf.

### Voluntary Aided School

The governing bodies set and apply the admission criteria.

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

To apply for schools outside of Doncaster contact the home authority. Details of our neighboring local authorities can be found in Appendix 5.

## **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 secondary schools, this is year 7.

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 provides for an acceptable amount of space for each pupil. Therefore as a result, 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 2024 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 schools website for information on a range of topics including uniforms, policies, session times, and National Curriculum Assessment results.

You may be invited to attend a meeting at your child's linked secondary 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.

## **Secondary School Performance Tables**

Copies of the tables covering this area are available from the following website:  
[www.compare-school-performance.service.gov.uk](http://www.compare-school-performance.service.gov.uk)

School	Open Evening Dates
Armthorpe Academy	Please contact the school or visit our web page
Ash Hill Academy	Please contact the school or visit our web page
Astrea Academy Woodfields	Please contact the school or visit our web page
Campsmount Academy	Please contact the school or visit our web page
De Warenne Academy	Please contact the school or visit our web page
Don Valley Academy	Please contact the school or visit our web page
Hall Cross Academy	Please contact the school or visit our web page
Hungerhill School	Please contact the school or visit our web page
Outwood Academy, Adwick	Please contact the school or visit our web page
Outwood Academy, Danum	Please contact the school or visit our web page
Ridgewood School	Please contact the school or visit our web page
Rossington All Saints Academy	Please contact the school or visit our web page
Sir Thomas Wharton Academy	Please contact the school or visit our web page
The Hayfield School	Please contact the school or visit our web page
The Laurel Academy	Please contact the school or visit our web page
The McAuley Catholic High School – A Catholic Voluntary Academy	Please contact the school or visit our web page
Trinity Academy	Please contact the school or visit our web page
XP School	Please contact the school or visit our web page
XP School East	Please contact the school or visit our web page

## Part 3 Making an Application

### Year 7 Admissions – to start in September 2024

Pupils with dates of birth 1 September 2012 to 31 August 2013.

Part 3 gives advice about the application process for pupils to transfer from Year 6 to Year 7 and who will start secondary school in September 2024. Further guidance on in year transfers to secondary schools at other times is given in Part 4.

### When to Apply

You will receive a personalised letter for your child and leaflet in September 2023.

## Important!

**The closing date for receipt of Applications  
and the additional information forms is 31 October 2023.**

### How To Apply

#### Which forms do I complete?

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

- Whose admissions process to follow;
- Which additional information form(s) to complete.

#### Which Application Form do I complete?

This depends upon where you live.

- **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](http://www.doncaster.gov.uk/admissions)

See page 1 for more information.

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 you will need an additional information form available on our web page [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions) or from the School. This must be returned on its own 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 on which school you are applying for.

- **Schools in Doncaster/Hallam Diocese**

Additional information forms for Catholic schools in the Hallam Diocese and Rossington All Saints Church of England School are available on our webpage - [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions) or from the School Admissions Team.

- **Schools outside of Doncaster/Hallam Diocese**

Contact the school to ensure you obtain the correct additional information form.

### **Why should I make an application?**

To have the best chance of getting a place at your preferred school. If you are late, a place may not be available for your child.

**Make sure you submit your completed Application and receive an email to confirm this by the 31 October 2023**

### **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. The council 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.

## **Important!**

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

### **What do I do if myself or my child change 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 Admissions 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 will be decided by individual admission authorities;

**Stage 2** will be the offer of a place, 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.

A detailed explanation of the two stages follows on the next pages.

## Stage I 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 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 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 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!**

**The admission criteria will be used to decide whether or not your child is eligible for a place.**

**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 at which they are eligible for a place.

With co-ordination on the offer day you will receive one of the following eight 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 posted on 1 March 2024

- 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 cannot 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.

### **Do I need to accept the place offered to me?**

You will be informed in writing whether or not you will need to accept the place offered.

### **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**

If a place can not be offered at any of your choices, a place will normally be offered at your catchment area school if there are places or the next nearest school with vacancies.

#### **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 council's 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 will be withdrawn, e.g. giving a false address.

It is for parents to satisfy the admissions authority of their circumstances as they apply to the admissions 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.

## 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 school days written notice of the date, arrangements for the appeal hearing, together with a written document 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 school days of the appeal being lodged.

### **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 can 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.

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.

Pupils will be added to the waiting list(s) of schools if they are refused a place at schools which were ranked higher on the Application than the place offered. Waiting lists will operate until the end of the autumn term. Some schools may choose to keep their waiting lists after this date. Further details are available from the school.

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 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.

Further additions to the list will be those who choose to appeal for a school ranked lower on their Application than the place offered.

### **What do I do if I change my mind before 31 October 2023?**

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 31 October 2023?**

An application submitted after 31 October 2023 will be dealt with as a late application, after all those received by that date are considered.

No decision will be taken until after the announcement date of 1 March 2024

You are also advised to contact the 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:

- Applications for a school place for Year 7 after 1 September 2024 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.

Apply online at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

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 **cannot** 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.

## Applications for University Technical Colleges (UTCs)

UTCs are technical colleges for 13 -19 year olds and set up by universities and businesses. They specialise in one or two technical subjects and at GCSE offer a similar curriculum to a typical 11–18 secondary school, including basics of English, Maths and Sciences as well as their specialist subject. Their aim is to ensure young people achieve excellent GCSE or A level results along with high value technical qualifications delivered via employer and university contextualised challenges, that support high level technical and employability skills.

We have a UTC in Doncaster which opened in September 2020. There are also UTCs in other Local Authorities that you may wish to consider. However, this does not mean that you are required to move your child from their existing school if this remains the best option for them.

If this is something you wish to consider for your child you should contact the UTC for details of when and how to apply. Additionally, when your child is due to move into Year 9 we have a duty to write and inform parents and carers of the UTCs that are within travelling distance. Currently the UTCs within travelling distance from Doncaster Local Authority area are given below.

UTC Name	Age Range	Address	Specialism	Website	Email	Telephone
UTC Doncaster	13 to 19	College Road Doncaster DN1 3BF	Engineering and Creative & Digital Technologies	<a href="http://www.doncasterutc.co.uk">www.doncasterutc.co.uk</a>	<a href="mailto:info@doncasterutc.co.uk">info@doncasterutc.co.uk</a>	01302 976515
UTC Leeds	13 to 19	Syanor Road Leeds LS10 1LA	Engineering and Advance Technology	<a href="http://www.utcleeds.co.uk">www.utcleeds.co.uk</a>	<a href="mailto:enquiries@utcleeds.co.uk">enquiries@utcleeds.co.uk</a>	0113 5350140
UTC Northern Lincolnshire	13 to 19	Carlton Street Scunthorpe North Linconshire DN15 6TA	Engineering, Advanced Manufacturing and Health Sciences & Social Care	<a href="http://www.enlutc.co.uk">www.enlutc.co.uk</a>	<a href="mailto:info@enlutc.co.uk">info@enlutc.co.uk</a>	01724 878100
UTC Lincoln	13 to 19	Lindum Road Lincoln LN2 1PF	Science and Engineerin g	<a href="http://www.lincolnutc.co.uk">www.lincolnutc.co.uk</a>	<a href="mailto:enquiries@lincolnutc.co.uk">enquiries@lincolnutc.co.uk</a>	01522 775990
UTC Sheffield City Centre	13 to 19	111 Matilda Street Sheffield S1 4QF	Engineering & Advanced Manufacturing and Creative & Digital Media	<a href="http://www.utcsheffield.org.uk">www.utcsheffield.org.uk</a>	<a href="mailto:admin@utcsheffield.org.uk">admin@utcsheffield.org.uk</a>	0114 3084500
UTC Sheffield Olympic Legacy Park	13 to 19	2 Old Hall Road Sheffield S9 3TU	Computing, Health Sciences and Social Care & Sports Science	<a href="http://www.olp.utcsheffield.org.uk">www.olp.utcsheffield.org.uk</a>	<a href="mailto:adminolp@utcsheffield.org.uk">adminolp@utcsheffield.org.uk</a>	0114 3084000

## **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 Co-ordinator (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 28.

### **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 ECHP 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 I in the above scenario is the 15<sup>th</sup> of 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 Universal Credit and your income does not exceed the relevant threshold
- 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](http://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-chart](http://www.travelsouthyorkshire.com/en-gb/about/youth-chart)

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 [www.doncaster.gov.uk/services/schools/education-transport](http://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, measured by the nearest available walking route.

### Families on low income

In addition to the above the following new 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 credits or Universal Credit):

Primary pupils aged 8–11

- attending the nearest school and the distance is over two miles from home.

Secondary pupils aged 11–16

- attending any of the three nearest schools between two and six miles from the pupil's
- 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 pupils 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 pass are also available for older pupils and students. Further details can be obtained at [www.travelsouthyorkshire.com/en-gb/ticketsandpasses](http://www.travelsouthyorkshire.com/en-gb/ticketsandpasses)

The Councils 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 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 as identified by the statement.

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](http://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](mailto: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 Employment and Entertainment

Young people between the ages of 13 and 16 years are permitted to have part-time employment, in accordance with legislation and Doncaster Council's Bye-laws. These regulate the conditions and arrangements under which children can be employed including the requirement that every child must have a work permit. The employer is required to complete the online application form and the parent has to complete a medical declaration form about the pupil's health. A work permit allows a young person to do a specified job and she/he must have been issued with one in order to be lawfully employed.

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 at the Council House, telephone 01302 737291 or email [educationpsychology@doncaster.gov.uk](mailto: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 permanently excluded pupils will receive a 6th day offer of education, facilitated and monitored by the LA. This will be managed in bespoke alternative provision. Each pupil will be assigned a Parental Advocate who will present their case at IFAP where a new mainstream school will be allocated.

The Levett School, Upper Site (Year 7 to 9)

Maple Medical – Incorporates the Young Parents Centre, the Joint Association Support Programme, Hospital Teaching and the Link Centre.

Northbridge Enterprise College (Years 10 & 11)

**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 a 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 [www.doncaster.gov.uk/services/schools/attendance-and-pupil-welfare-service](http://www.doncaster.gov.uk/services/schools/attendance-and-pupil-welfare-service)

You can contact the 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. Absences hinder 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 schools codes 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.

Information on the government guidance can be found [www.gov.uk/school-attendance-absence](http://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 with an Education Penalty Notice. If you have 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.

### **Examination Entries**

In Doncaster, entries for examinations are determined by schools. Details about a school's policy on examination entries can be found in the school prospectus, a copy of which can be obtained from the school.

### **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 SENDIASS 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 educational settings.
- 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](http://www.doncaster.gov.uk/services/schools/sendias)

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

## **Responsibilities of Parents**

### **Children Act 1989 and the Adoption and Children's Act 2002**

The Children Act 1989 and the Adoption and Children's 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 APWS, 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 the Governors Support Service telephone 01302 737193 or visit the website at [www.doncaster.gov.uk/services/schools/school-governors](http://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 midday 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.



## Appendix 2 List Showing School Links

Nursery

Infant

Junior

Secondary

6th Form

### Adwick Pyramid

Owston Park Primary

Carcroft School

Adwick Primary

Outwood Primary Academy Woodlands

Highfields Primary Academy

Hooton Pagnall All Saints C of E Primary

Outwood Academy  
Adwick

### Armthorpe Pyramid

Armthorpe Shaw Wood Academy

Tranmoor Primary

Southfield Primary

Armthorpe Academy

### Balby Pyramid

Balby Central Primary

Waverley Academy

Mallard Primary

Woodfield Primary

Hexthorpe Primary

Carr Lodge Academy

Astrea Academy Woodfields

### Campsmount Pyramid

Littlemoor Children's  
Centre and School

Askern Moss Road Infant

Norton Infant

Spa Academy Askern Junior

Norton Junior

Campsmount Academy

Nursery

Infant

Junior

Secondary

6th Form

## Conisbrough Pyramid

Denaby Main Primary Academy

Rowena Academy

Morley Place Academy

Conisbrough Ivanhoe Primary Academy

Castle Academy

De Warenne  
Academy

## Danum Pyramid

Kingfisher Primary Academy

Sandringham Primary

Park Primary

Town Field Primary

Intake Primary Academy

Plover Primary

Outwood Academy, Danum

## Don Valley Pyramid

Kirkby Avenue Primary

Bentley High Street Primary

Bentley New Village Primary

Arksey Primary

Scawthorpe Castle Hills Primary

Scawthorpe Sunnyfields Primary

Toll Bar Primary

Don Valley Academy

## Edlington Pyramid

Warmsworth Primary

Hill Top Academy

Edlington Victoria Academy

Tickhill St Mary's C of E Primary and Nursery

Tickhill Estfeld Primary

Wadworth Primary

Sir Thomas Wharton  
Academy

Nursery

Infant

Junior

Secondary

6th Form

## Hall Cross Pyramid

Lakeside Primary

Atlas Academy

Bessacarr Primary

Willow Academy

Hawthorn Primary

Hatchell Wood Primary

Hall Cross Academy

## Hatfield Pyramid

Long Toft Primary

Travis St. Lawrence C of E Primary

Stainforth Kirton Lane Primary

Hatfield Sheep Dip Lane Primary

Crookesbroom Primary Academy

Hatfield Woodhouse Primary School

Dunsville Primary (Joint)

Ash Hill Academy

## Hayfield Pyramid

Auckley School

Bawtry Mayflower Primary

Branton St Wilfrid's C of E Primary

St Oswald's C of E Primary Academy

Hayfield Lane Primary

The Hayfield School

Nursery

Infant

Junior

Secondary

6th Form

## Hungerhill Pyramid

Barnby Dun Primary Academy

Kirk Sandall Infant

Kirk Sandall Junior

Hungerhill School

Edenthorpe Hall Primary Academy

Canon Popham C of E Primary and Nursery

Dunsville Primary (Joint)

## McAuley Pyramid

Our Lady of Sorrows Catholic Voluntary Academy

Our Lady of Perpetual Help Catholic Primary

St Mary's Catholic Primary, Edlington

Our Lady of Mount Carmel Catholic Primary

St Joseph's Catholic School, a Voluntary Academy

Holy Family Catholic Primary

St Francis Xavier Catholic Primary

St Joseph and Teresa's Catholic Primary

St Peter's Catholic Primary

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

Montagu Academy

Highwoods Academy

Mexborough St John the Baptist C of E Primary & Nursery

Windhill Primary

The Laurel Academy

Nursery

Infant

Junior

Secondary

6th Form

## Ridgewood Pyramid

Rosedale Primary

Scawsby Saltersgate Infant

Scawsby Junior Academy

Ridgewood School

Richmond Hill Primary Academy

Barnburgh Primary Academy

Sprotbrough Orchard Infant

Copley Junior

## Rossington Pyramid

Grange Lane Infant Academy

Pheasant Bank Academy

Rossington All Saints Academy

Rossington Toredale Infant

Rossington St Michael's C of E Primary

## Thorne Pyramid

Thorne Brooke Primary

Green Top

Thorne King Edward Primary

Marshland Primary

Thorne Moorends West Road Primary

Trinity Academy

**ADMISSION TO SECONDARY SCHOOL 2024  
and Information on Places Offered on 1 March 2023**

					Outcome of Applications Received by the Closing Date for September 2023								
School Name	Address and Contact Number	School Type and Age Range	Number on Roll (Y7 - Y11) In May 2023	Number of Places for September 2024	Preferences						Allocated	Appeals	
					First		Second		Third			Allowed	Refused
					Agreed	Refused	Agreed	Refused	Agreed	Refused			
Armthorpe Academy	Mere Lane, Armthorpe, Doncaster, DN3 2DA 01302 831582	Academy 11 to 16	652	180	95		8		6		4		
Ash Hill Academy	Ash Hill, Hatfield, Doncaster, DN7 6JH 01302 840961	Academy 11 to 16	774	252	156		12		4		12		
Astrea Academy, Woodfields	Weston Road, Balby, Doncaster, DN4 8ND 0845 3451629	Academy 11 to 18	672	210	92		5		7		88		
Campsmount (A Co-operative Academy)	Ryecroft Road, Norton, Doncaster, DN6 9AS 01302 700474	Academy 11 to 18	726	150	129		2				8		
De Warenne Academy	Gardens Lane, Conisbrough, Doncaster, DN12 3JY 01709 864001	Academy 11 to 16	747	150	139		5		2		3		
Don Valley Academy	Jossey Lane, Scawthorpe, Doncaster, DN5 9DD 01302 781528	Academy 11 to 16	1087	224	218	11	15	3	7	1			3
Hall Cross Academy	St Michaels Road, Bessacarr, Doncaster, DN4 5LU (Lower) and Thorne Road, Doncaster, DN1 2HY (Upper) 01302 535559	Academy 11 to 18	1487	280	267	101	17	15	26	14			22
Hungerhill School	Hungerhill Lane, Edenthorpe, Doncaster, DN3 2JY 01302 885811	Academy 11 to 16	1164	224	230	35	9	8	13	6		5	6

**ADMISSION TO SECONDARY SCHOOL 2024  
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					Outcome of Applications Received by the Closing Date for September 2023								
School Name	Address and Contact Number	School Type and Age Range	Number on Roll (Y7 - Y11) In May 2023	Number of Places for September 2024	Preferences						Allocated	Appeals	
					First		Second		Third			Allowed	Refused
					Agreed	Refused	Agreed	Refused	Agreed	Refused			
Outwood Academy, Adwick	Windmill Balk Lane, Woodlands, Doncaster, DN6 7SF 01302 722237	Academy 11 to 18	980	210	203	13	3	1	4				
Outwood Academy, Danum	Armthorpe Road, Intake, Doncaster, DN2 5QD 01302 831385	Academy 11 to 18	1081	240	116		17		16		34		
Ridgewood School	Barnsley Road, Scawsby, Doncaster, DN5 7UB 01302 783939	Academy 11 to 18	1171	240	234		12		14				1
Rossington All Saints Academy	Bond Street, Rossington, Doncaster, DN11 0BZ 01302 868414	Academy 11 to 16	823	150	166		12		7				
Sir Thomas Wharton Community College	Tait Avenue, Edlington, Doncaster, DN12 1HH 01709 864100	Academy 11 to 18	823	210	200	4	17	2	18	3		1	1
The Hayfield School	Hurst Lane, Auckley, Doncaster, DN9 3HG 01302 770589	Academy 11 to 16	1066	210	218	53	2	11		4		1	10
The Laurel Academy	Maple Road, Mexborough, S64 9SD 01709 585858	Academy 11 to 16	663	224	107		5		2		8		
The McAuley Catholic High School	Cantley Lane, Cantley, Doncaster, DN3 3QF 01302 537396	Academy 11 to 18	1211	240	128		26		15		13		
Trinity Academy	Church Balk, Thorne, Doncaster, DN8 5BY 01405 813000	Academy 11 to 18	1073	224	202		3		3		2		

**ADMISSION TO SECONDARY SCHOOL 2024  
and Information on Places Offered on 1 March 2023**

					Outcome of Applications Received by the Closing Date for September 2023								
School Name	Address and Contact Number	School Type and Age Range	Number on Roll (Y7 - Y11) In May 2023	Number of Places for September 2024	Preferences						Appeals		
					First		Second		Third			Allocated	Allowed
					Agreed	Refused	Agreed	Refused	Agreed	Refused			
XP East School	Middle Bank, Doncaster, DN4 5NG 01302 898792	Free School	245	50	31	60	16	110	3	7			8
XP School	Middle Bank, Doncaster, DN4 5NG 01302 898792	Free School	247	50	39	156	8	68	2	4			18



## **Admission Arrangements for Armthorpe Academy 2024/2025 Academic Year**

- 1 The Governing Body (GB) is the Admission Authority for the Academy. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the Academy. Neither the Headteacher nor their representatives are able determine eligibility for places.

### **General Statement**

- 2 In Doncaster, each school or 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 and a group of linked primary schools or academies in a pyramid. In this way, the Academy becomes part of the provision for a community and the education of the community's children benefits greatly from the association within the pyramid.

### **Admission Number**

- 3 An Academy 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 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 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. Each academic year, the Academy consults with the LA and has set an admission number of 180.
- 4 Where places are offered in excess of the admission number these 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 an Academy which is ranked higher on an Application Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At The Academy - 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 the 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<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> in the catchment area of the Academy. (Details of Catchment Areas are available from the LA.)

For applications for the year of entry, the catchment area 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 Academy, 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 and Academies<sup>vi</sup>**

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

e) **Proximity**

Children who live nearest to the Academy measured in a straight line from the mid point of the pupil's place of ordinary residence<sup>v</sup>, 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 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.

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.

## The Offer Of A Place At An Academy

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

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the Academy was ranked higher on the AF 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.
- 12 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 the vacancy arises.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a place if there are vacancies unless specific circumstances apply<sup>vii</sup>.
- 16 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 9.
- 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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.
- 19 Pupils are normally admitted to the Academy at the start of the next new term other than with the prior approval of the Headteacher of the Academy or in circumstances beyond the parent's control, e.g. movement into the Borough.
- 20 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.
- 21 Repeat applications made for entry to the same year group at the same academy 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.
- 22 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**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster academy a place will be offered at an alternative academy in accordance with the LA's CAS.

## **Independent Appeals**

- 24 If a place is not offered at the Academy parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 25 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 Academy 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 week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the Academy or the LA.

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## Explanatory Notes

### **i Common Application Form (AF)**

This is a form used in the admission process on which parents express preferences for an academy for the year of entry.

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer academies.

### **iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv 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).

### **v 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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **vi List of Link Schools and Academies**

Armthorpe Shaw Wood Academy	Southfield Primary
Tranmoor Primary	

### **vii 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 2024/2025 School Year

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), 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 determine eligibility for places.

### 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, 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

- 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 school consults with the LA and has set an admission number of **252**.
- 4 Where places are offered in excess of the admission number these 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 Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At 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 Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> 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, 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<sup>vi</sup>**

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<sup>v</sup>, 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.

## **The Offer of A Place At A School**

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

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF 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.

12 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 vacancy arises.

## **In Year Transfers**

13 Applications for in year transfers are considered in accordance with the LA's CAS.

14 Applications should be made on the LA's TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.

16 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 9.

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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, 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 a 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 pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## Allocation Of Places

- 23 If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

## Independent Appeals

- 29 If a place is not offered at the 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.
- 30 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 school 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.

### Further Information

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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## Explanatory Notes

### i Common Application Form (AF)

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

### ii Common Transfer Form (TF)

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### iv 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

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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).

v **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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

vi **List of Link Schools**

Long Toft Primary School	Travis St Lawrence CE Primary School
Stainforth Kirton Lane Primary School	Hatfield Sheep Dip Primary School
Crookesbroom Primary Academy	Hatfield Woodhouse Primary School
Dunsville Primary School	

vii **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 Astrea Academy Woodfields 2024/2025 School Year

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), 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 determine eligibility for places.

### 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, 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

- 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 school consults with the LA and has set an admission number of **210**.
- 4 Where places are offered in excess of the admission number these 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 Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At 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 Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> 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<sup>vi</sup>**

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 <sup>v</sup>, 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.

## **The Offer Of A Place At A School**

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

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF 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.
- 12 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 vacancy arises.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 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 9.
- 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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, 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 a 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 pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

### **Admission To Sixth Form**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
- 25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.
- 26 Priority is given to applications from pupils in year 11 already at the school.
- 27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

### **Independent Appeals**

- 29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 30 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 school 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.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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## **Explanatory Notes**

### **i Common Application Form (AF)**

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

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv 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).

### **v 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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **vi List of Link Schools**

Balby Central Primary School	Hexthorpe Primary School	Mallard Primary School
Waverley Academy	Woodfield Primary School	Carr Lodge Academy

### **vii 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.



## Camps Mount (A Co-operative Academy) Admission Policy 2024-2025

### Context

Camps Mount is a Co-operative Academy and administers admissions in line with legal requirements of the School Admissions Code and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Camps Mount as part of the Doncaster Local Authority process. Camps Mount will work in partnership with Doncaster Local Authority to ensure pupil places are given fairly, in line with the published admissions criteria, which will conform with the School Admissions Code.

- 1) Camps Mount serves a local community, usually referred to as the 'catchment area'. This policy reflects the Governing Body's commitment to providing places where possible to pupils who live in our catchment area as defined by our pyramid schools<sup>i</sup>.
- 2) Sixth form student places will be available for all pupils who attend Camps Mount and the Academy will continue to welcome applications from students from other schools.

### 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 school consults with the LA and has set an admission number of **150**.
- 4) 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 Form (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (CAS).

### Parental Preference

- 5) The CAF<sup>iv</sup> provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that the Governing Body as the Admission Authority for Camps Mount will consider all preferences equally.

## **Eligibility for Admission – Oversubscription Criteria**

- 6) Where the number of applications exceeds the number of available places the Governing Body will apply the following criteria in order of priority. 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 all Previously Looked After Children<sup>v</sup>
  - b. The children of parents who are ordinarily resident<sup>vi</sup> in the catchment area of Campsmount
  - c. Siblings<sup>vii</sup>
  - d. Children not resident in the formal catchment area but have attended a current Pyramid School for the full academic year prior to admission
  - e. Other children whose nearest school is Campsmount.

## **Independent Appeals**

- 7) If a place is not offered at Campsmount 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

## **Waiting List**

- 8) Pupils will be added to the waiting list of Campsmount where 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.

## **Admission To Sixth Form**

- 9) The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form. A pupil will only be admitted to the sixth form provided they meet the sixth form admission criteria. Application for admission to the sixth form, including pupils currently attending the school, must be made in writing direct to Campsmount. Any parent whose child is not offered a place for which they have expressed a preference has the right to an independent appeal.

## **In Year Transfers**

- 10) Applications for in year transfers are considered in accordance with the LA's CAS
- 11) Applications should be made on the LA's TF and submitted to the LA for consideration

- 12) A pupil will be deemed eligible for a school place if there are sufficient places specific circumstances apply.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 18) Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been a 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.
- 19) In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Explanation of Terms**

### **1. Tie Breaker**

Distance from Campsmount will operate as the tie break should Campsmount be oversubscribed from any of its designated priorities as follows:-

Children who live nearest to the requested school 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 Campsmount.

If two or more pupils live equidistant from the school, the distance each pupil 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.

## 2. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application 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.

## 3. 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.

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### Footnotes:

#### i **Catchment Area**

The associated catchment area is defined by the Campsmount Pyramid of schools (Askern Spa Junior School and Norton Junior School).

#### ii **Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### iii **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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents

#### iv **Common Application Form (CAF)**

The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

#### v **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).

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vi **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.

vii **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who are 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.



## **Admissions Arrangements for 2024/2025 School Year**

The academy will follow the Admissions arrangements of Doncaster Metropolitan Borough Council, as agreed in the Admissions Annex of the De Warenne Academy's Funding Agreement.

1. Only Doncaster Council (the LA) is able to decide who is eligible for a place in this academy. Neither the Principal or Sponsors nor their representatives are able to offer a place at the academy

### **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 with a group of primary schools.

### **Admission Number**

3. Every school must have an admission number for each relevant age group, defined in law as 'an age group 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 an acceptable amount of space for each pupil. Each school year the LA consults with the Governing Body of the school before an admission number is set. The admission number for this academy is **150**.
4. In the case of the year of entry, a child may not normally be refused admission to a school 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 (CAF) under a Co-ordinated Admission Scheme (CAS).

### **Expressing A Preference – Year of Entry**

5. 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**

6. The closing dates for receipt of preferences for the year of entry are in accordance with the LA's CAS.

## **Eligibility For A Place At A School – Oversubscription Criteria**

7. This section outlines the criteria to be used to decide on eligibility for a place where the number of preferences exceeds the admissions 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 the criterion e) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children<sup>1</sup>**

**b) Catchment Area**

Children who are ordinarily resident <sup>2</sup> in the catchment area of De Warenne Academy. A child's place on a waiting list will be updated in the light of any change of 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 and 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.

**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 De Warenne Academy measured in a straight line from the point of the mid-point to the pupil's place of ordinary residence to the entrance nearest to the reception point of the academy. If two or more pupils live equidistant to the academy, the distance each pupil lives by road from the academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will be decided by Random Allocation. Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView provided by Environmental Systems Research Institute Inc or suitable substitute.

## **8. Offer of a place at this academy**

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

## **9. Unsuccessful Applications**

Any parent whose child is not offered a place at De Warenne Academy has the right to independent appeal

## **10. Waiting Lists**

Pupils will be added to the waiting list of the academy if they were refused a place and the academy was 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 15 school days from the start 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. While 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 LA receive written confirmation of the vacancy.

## **11. In year transfers**

Applications for admissions outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the Authority's In Year Transfer Form.

Where there are sufficient places, an application will normally be agreed unless specific circumstances apply. However, admission may be refused if circumstances have changed since the year group was the year of entry and admission of an additional child would 'prejudice the provision of education or the efficient use of resources'

Where there are insufficient places for the number of applicants, all applicants will be ranked in accordance with the criterion 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 Principal will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Pupils are normally admitted to the academy at the start of the next new term other than with the prior approval of the Principal or in circumstances beyond the parent's control, e.g. movement into the Borough.

Pupils are required to start at the academy 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.

Repeat applications made for entry to the same year group at the 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.

In accordance with DFE requirements, where an 'In Year Fair Access Protocol' has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## **12. Allocation of Places**

If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school a place will be offered at an alternative school. The alternative school will be the next nearest school with vacancies, taking into account the Authority's transport policy.

## **13. Admission to Sixth Form**

The total number of children to be admitted each year will depend upon the published Admission Limit for the sixth form of the academy.

A pupil will only be admitted to the sixth form of the academy provided they meet the sixth form admission criteria of the academy.

Applications for admission to the sixth form, including pupils currently attending the academy must be made in writing direct to the academy.

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

## **14. General Information**

### **False Information**

Any place offered on the basis of fraudulent or intentionally misleading information 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 admissions purposes shall be the place where 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.

### **Footnotes**

<sup>1</sup>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).

<sup>2</sup> 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.

### **Further Information**

Further, more detailed information about the admission process can be found in the Admission To School booklets, available from the academy or the LA as follows:

Telephone: 01302 737204 or 01302 737234  
Address: Admissions and Pupil Services, Civic Building, DoncasterDN1 3BU  
Email address: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk)  
Web: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)



## **Admission Arrangements 2024/2025 School Year**

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), 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 determine eligibility for places.

### **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, 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**

- 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 school consults with the LA and has set an admission number of **224**.
- 4 Where places are offered in excess of the admission number these 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 Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At 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 Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> 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, 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<sup>vi</sup>**

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<sup>v</sup>, 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.

## **The Offer Of A Place At A School**

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

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF 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.

12 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 vacancy arises.

## **In Year Transfers**

13 Applications for in year transfers are considered in accordance with the LA's CAS.

14 Applications should be made on the LA's TF and submitted to the LA for consideration.

15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.

16 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 9.

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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, 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 a 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 pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

### **Independent Appeals**

- 29 If a place is not offered at the 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.
- 30 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 school 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.

#### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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### **Explanatory Notes**

#### **<sup>i</sup> Common Application Form (AF)**

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

#### **<sup>ii</sup> Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### **<sup>iii</sup> Co-ordination/Co-ordinated Schemes(CAS)**

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

**iv 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).

**v 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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**vi List of Link Schools**

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

**vii 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, and this has been agreed by the Authority's School Improvement Review Group.

# Doncaster UTC: Admissions Policy

## Academic Year 2024/25



### **IMPORTANT**

DUTC will manage its own admissions arrangements for both Year 9 and Year 12 outside the normal local authority process for co-ordinating school offers. Applications should be made directly to DUTC.



**SHAPING CAREERS  
FORGING FUTURES**



## Introduction

1.1. Doncaster UTC (DUTC) is a University Technology College specialising in engineering and creative & digital technologies. DUTC is a distinctive school led by employers and universities to provide an innovative and engaging learning environment and unique learning experience. DUTC will equip students with the education, skills and qualifications creating pathways into higher education, apprenticeships, and employment in the most significant areas of economic growth locally, nationally, and internationally.

1.2. When applying to Year 9 or Year 12 at DUTC, parents, carers and students should note the unique offer at DUTC. DUTC will deliver a core curriculum based around STEAM (science, technology, engineering, Arts and mathematics) subjects, with an opportunity for learners to select units focused towards engineering or creative & digital technologies if they wish. Students will spend much of their time at the UTC working on projects which will link into the curriculum and are related to the specialisms. Our school day and terms are longer to prepare students for life after the UTC.

1.3. DUTC is committed to an open, fair and transparent admissions policy complying with the School Admissions Code and the School Admission Appeals Code (the Codes). In accordance with the Codes, DUTC will review its Admissions policy annually in line with the consultation timetable for admissions. This policy will be reviewed in readiness for entry in September 2024.

1.4. DUTC is located in Doncaster town centre and serves the town of Doncaster and the wider subregion. This admissions policy seeks to ensure a fair balance between Doncaster and its neighbours and also to minimise the impact on any individual school.

## 2. Process of Application

2.1. DUTC will manage its own admissions arrangements for both Year 9 and Year 12 outside the normal local authority process for co-ordinating school offers. Applications should be made directly to DUTC.

2.2. Copies of the application form are available online from 1st September 2023 ([www.doncasterutc.co.uk](http://www.doncasterutc.co.uk)). Alternatively, a printed copy can be requested by contacting DUTC directly on 01302 976515.

2.3. To receive an offer of acceptance by ## March 2024, applications must be submitted by:

- 9th December 2022 for students entering Year 9 and Year 12 students applying for a post-16 that are based at the UTC.
- 2nd March 2022 for external students entering Year 12

2.4 All students for Year 9 admissions will be expected to apply for one of the UTC's two specialisms:

- For Engineering there will be 75 places available
- For Creative and Digital Technologies there will be 75 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to the restriction of the building and equipment available.

2.5. Parents/carers (Y9) and students (Y12) will be expected to confirm acceptance of the place by ## March 2024 and will be required to attend an enrolment evening.

2.6. Applications after the ## December 2023 (Year 9) and ## March 2024 (Year 12) will be

notified on or before the ### March 2024. Applications after these dates will be notified after ### March 2024 if places are available.



2.7. Inaccurate or false information on the application form may result in the place being withdrawn.

### 3. Published Admission Number (PAN)

3.1. For September 2024, DUTC will operate the following PAN: Year 9 - 150

students. If fewer Year 9 applicants than the PAN are received, all applicants will be admitted.

- If more applicants than the PAN are received, the over-subscription criteria listed in **Section 5** will be applied.

Year 12 - 50 students who meet the minimum entry requirements for post-16 courses (**see Section 6**):

- 50 students who meet the minimum entry requirements for post-16 courses. The Year 12 PAN is low because this applies to external candidates only. Year 11 students attending DUTC are guaranteed a place in Year 12, providing they meet the minimum entry requirements.
- If more than ## eligible applicants apply, the oversubscription criteria will be applied as outlined in Section 5.

3.2 Students will not be admitted to DUTC at any other time other than at the start of the Year 9 or Year 12 unless agreed with the Principal.

### 4. Special Educational Needs/Education Health and Care Plans 4.1.

Students with an Education Health and Care Plan (EHCP) will be admitted to DUTC if DUTC is named on the EHCP.

### 5. Oversubscription Criteria

5.1. If the number of applicants to DUTC for Year 9 entry is at, or below, the PAN, as detailed in paragraph 3.2 of this policy, all applicants will be admitted.

5.2. The criteria in this section apply to entry at both phases of the school. Any students wishing to enter the sixth form will also be required to have met the academic entry criteria for the Sixth-Form set out below. If there are more applicants than places, the following criteria will apply:

- Preferences will be sorted in the priority order of the criterion outlined below.
- Should there be insufficient places available within each criterion, places will be allocated by Random Allocation under each specialism, which will be supervised by someone independent to the UTC.

#### a) Looked After Children or Previously Looked After Children

b) **Trust school** up to 25 places in Year 9, will be available for students on the role of Hungerhill School at the published closing date. Where the number of applicants for Year 12 is greater than the published number, applicants currently on role at the UTC will be given priority, providing they meet the entry criteria, places will then be offered to students on role at Hungerhill School.

#### c) Trust Partner Schools

Students who had previously attended a school which is a member of the 'Brighter Futures Learning Partnership Trust'. The Trust schools are:

**SHAPING CAREERS  
FORGING FUTURES**

- Hungerhill School
- Kirk Sandall Infants and Junior Schools
- Dunsville Primary School
- Barnby Dun Primary Academy
- West Road Primary Academy

d) Siblings Students with a sibling<sup>i</sup> living within the same family unit (e.g. stepchildren) who will be attending the requested school 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., all will be admitted.

e) Students who are ordinarily resident<sup>ii</sup> in the catchment area. Students living within the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.

f) Students who are ordinarily resident<sup>iii</sup> outside of the catchment area. Students living outside the designated catchment area of the school. Our catchment area is defined by postcodes DN1-12 and S64.

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<sup>1</sup> 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

## 6. Academic entry criteria for Year 12

6.1. In order to be eligible for entry or progression into year 12, applicants and our own year 11 students will normally be required to have met the following academic entry criteria:

- 5+ GCSEs with grades 5 to 9 including in English and mathematics (or equivalent grades for BTECs).
- Grade 6 at GCSE for A Level subjects
- Access to A level Physics and Chemistry will require a minimum of grade 6 in GCSE Maths
- Access to the Extend Diploma in Engineering or Creative and Digital Technologies would require a minimum of 5 grade 4s at GCSE including English, maths and science. However, it is preferable that students have a grade 5 in GCSE Maths.

6.2. In addition to these academic entry/progression criteria, the UTC may also stipulate additional academic criteria for some subjects where relevant for the course they are entering. This will be stipulated on Doncaster UTC's website.

6.3. If students meet the general academic entry requirements for the school but not for their chosen course or courses, they will be offered a conditional offer for courses for which they have met the academic standard.

6.4. Places will be conditional until evidence of results have been obtained (typically a results statement).



## 7. Waiting List Provision

7.1. Where DUTC receives more applications for places than there are places available, DUTC will maintain a waiting list until the end of the first term of the year of entry (31st December). This will be open to any parent/carer who requests that their child's name is placed on it following an unsuccessful application.

8.2. Vacant places under specific specialisms will be offered from the waiting list as and when available (in accordance with the published criteria).

7.3. To be entered onto the waiting list for Year 12, students must have met/be predicted to meet the entry criteria.

## 8. Admission of Children Outside Their Normal Age Group

8.1. Parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

8.2. The process for requesting such an admission is as follows:

- with the application, parents/carers should request that the child is admitted to another year group, stating which one and providing the reasons for that request;
- parents/carers should submit any evidence in support of their case with the application, for instance from a medical practitioner, Principal etc. This could include:
  - information about the young person's academic, social and emotional development;
  - the young person's medical history and the views of a medical professional;
  - whether the young person has previously been educated out of their normal age group;
  - whether the young person may naturally have fallen into a lower age group if it were not for being born prematurely.

8.3. DUTC will consider each case on its merits, taking into account the individual circumstances of the request and the young person's best interests.

8.4. Parents/carers will be made aware of whether the request for admission out of age group has been agreed before final offers are made. The reason for any refusal will be explained.

8.5. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a young person who would 'normally' be a Year 8 or 11 child for a Year 10 or Year 12 place will be considered alongside applications for Year 10 and Year 12.

## 9. Appeals

9.1 All unsuccessful applicants for places at DUTC have the right of appeal to an independent admission appeals panel. The appeals process will comply with the School Admission Appeals Code. 9.2.

Parents/carers will be provided with information about how to appeal in the letter informing them that the application has been unsuccessful.



<sup>i</sup> 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).

<sup>ii</sup> 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.



## Admission Arrangements 2024/2025 School Year

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), 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 determine eligibility for places.

### 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, 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

- 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 school consults with the LA and has set an admission number of **280**.
- 4 Where places are offered in excess of the admission number these 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 Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

## Eligibility For A Place At 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 Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> 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<sup>vi</sup>**

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<sup>v</sup>, 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.

## **The Offer Of A Place At A School**

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

## **Waiting Lists**

- 11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF 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.
- 12 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 vacancy arises.

## **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 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 9.
- 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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, 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 a 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 pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

## **Admission To Sixth Form**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
- 25 The total number of children to be admitted each year from outside of the school will depend upon the published Admission Number for the sixth form. This is to be set.
- 26 Priority is given to applications from pupils in year 11 already at the school.
- 27 External pupils will be admitted if the sixth form is undersubscribed by its own pupils. In such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted, the criteria set out in section 9 above will be applied.

## **Independent Appeals**

- 29 If a place is not offered at the school parents, and in the case of sixth form, the pupil, have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.
- 30 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 school 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.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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## Explanatory Notes

### i **Common Application Form (AF)**

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

### ii **Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### iii **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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### iv **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).

### v **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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### vi **List of Link Schools**

Hawthorn Primary School	Hatchell Wood Primary Academy
Lakeside Primary School	Atlas Academy
Bessacarr Primary School	Willow Primary School

### vii **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 Hungerhill School, a Specialist Centre for Science, Mathematics and Computing 2024/2025 School Year**

- 1 This is the admission arrangements for the 2024/2025 school year for Hungerhill School.
- 2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at Hungerhill 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, Hungerhill School becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its pyramid schools. The pyramid of schools which form part of the pyramid provision are Barnby Dun Academy, Dunsville Primary, Kirk Sandall Junior, Edenthorpe Hall Primary and Canon Popham Primary Schools. Some of these schools also form part of our trust, Brighter Futures Learning Partnership Trust. The Trust members are Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infants, Kirk Sandall Junior and West Road Primary Academy. The aims of the Trust are to increase the life chances of all young people in the community by working together to provide the best possible learning experiences for children and young people in the partner schools; to address barriers to learning of all kinds; to ensure children and young people in the community are fit and healthy. It is important that the admission arrangements for Hungerhill School take into account the need to offer a place, as far as possible, to all children who attend one of our pyramid primary schools and where possible our Trust.

### **Admission Number**

- 4 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, Hungerhill School consults with the LA and has set an admission number of 224.

- 5 Before making a final decision, Hungerhill School 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 to Hungerhill School 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<sup>i</sup> (CAF) under a Coordinated Admission Scheme<sup>ii</sup> (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 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 f) being the final tie breaker.

a) **Looked After Children or Previously Looked After Children<sup>iii</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>iv</sup> in the catchment area of Hungerhill School.

For applications for the year of entry received by the closing date for applications, 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) **Pyramid Partner Schools**

Children attending one of Hungerhill's family pyramid of schools (Barnby Dun Academy, Dunsville Primary, Kirk Sandall Junior, Edenthorpe Hall Primary and Canon Popham Primary Schools) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**d) Brighter Futures Learning Partnership Trust Schools**

Children attending one of Brighter Futures Learning Partnership Trust schools (Barnby Dun Primary Academy, Dunsville Primary, Kirk Sandall Infant, Kirk Sandall Junior and West Road Primary Academy) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**e) 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.

**f) Proximity**

Children who live nearest to the requested school 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 reception of Hungerhill 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 The 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 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 the LA receive written confirmation of the vacancy.

### **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 Authority's Common Application Form for In-Year Admission. The deadline for applications is Friday at 5.00pm.
- 15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply<sup>v</sup>.
- 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 receiving confirmation from the LA of an offer of a place, 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 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.
- 24 Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

## **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 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.

## **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.

### **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, and this has been agreed by the Authority's School Improvement Review Group.

## **Admission Arrangements for Outwood Academy Adwick and Outwood Academy Danum 2024/2025 School Year**

1 Outwood Grange Academies Trusts the Admission Authority for Outwood academies. The admission number for the academies for years 7 to 11 has been determined for 2024/25 as:

Outwood Academy Adwick 210

Outwood Academy Danum 240

### **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.

4 Before making a final decision, the Trust 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 Form (AF) or Transfer Form (TF) under a Co-ordinated Admission Scheme (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 31 October 2023. 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 and letters will be sent to parents on 1 March 2024.

## **Admission Policy 2024/2025**

### **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 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 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 at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. 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) 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 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.

## **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 1 March 2023.

## **Waiting Lists**

12 For the year of entry, pupils will be added to the waiting list(s) of schools where they are refused a place and those schools were ranked higher on the AF 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 2024.

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 LA receive written confirmation of the vacancy.

## **In Year Transfers**

14 Applications for in year transfers are considered in accordance with the LA's CAS.

15 Applications should be made on the LA's TF and submitted to the LA for consideration.

16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply. 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 LA 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 LA 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 LA'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

### **Explanatory Notes**

#### **Application Form (AF)**

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

#### **Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### **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 AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

#### **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/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.

### **List of Link Schools**

#### Outwood Academy Adwick

Owston Park Primary	Carcroft Primary
Adwick Primary	Woodlands Primary
Highfields Primary Academy	Hooton Pagnell All Saints CofE Primary

#### Outwood Academy Danum

Kingfisher Primary Academy	Sandringham Primary
Park Primary	Town Field Primary
Intake Primary	Plover Primary

### **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**

#### **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**

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 including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA 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](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

## **Admission Arrangements for Outwood Academy Adwick and Outwood Academy Danum 2024/2025 School Year**

1 Outwood Grange Academies Trusts the Admission Authority for Outwood academies. The admission number for the academies for years 7 to 11 has been determined for 2024/25 as:

Outwood Academy Adwick 210

Outwood Academy Danum 240

### **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.

4 Before making a final decision, the Trust 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 Form (AF) or Transfer Form (TF) under a Co-ordinated Admission Scheme (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 31 October 2023. 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 and letters will be sent to parents on 1 March 2024.

## **Admission Policy 2024/2025**

### **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 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 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 at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. 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) 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 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.

## **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 1 March 2023.

## **Waiting Lists**

12 For the year of entry, pupils will be added to the waiting list(s) of schools where they are refused a place and those schools were ranked higher on the AF 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 2024.

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 LA receive written confirmation of the vacancy.

## **In Year Transfers**

14 Applications for in year transfers are considered in accordance with the LA's CAS.

15 Applications should be made on the LA's TF and submitted to the LA for consideration.

16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply. 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 LA 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 LA 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 LA'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

### **Explanatory Notes**

#### **Application Form (AF)**

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

#### **Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

#### **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 AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

#### **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/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.

### **List of Link Schools**

#### **Outwood Academy Adwick**

Owston Park Primary	Carcroft Primary
Adwick Primary	Woodlands Primary
Highfields Primary Academy	Hooton Pagnell All Saints CofE Primary

#### **Outwood Academy Danum**

Kingfisher Primary Academy	Sandringham Primary
Park Primary	Town Field Primary
Intake Primary	Plover Primary

### **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**

#### **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**

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 including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

### **Further Information**

Further, more detailed information about the admission process is available from the LA 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](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)



RIDGEWOOD  
SCHOOL

**Admission Arrangements for  
Ridgewood School  
2024/25**

**Admission Arrangements for Ridgewood School:  
The Academy @ Ridgewood Trust  
2024/2025 School Year**

- 1 The Governing Body (GB) of The Academy @ Ridgewood Trust is the Admission Authority for the school, and only they are able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able determine eligibility for places.

### **General Statement**

- 2 Traditionally, 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, who will have a defined relationship with the school. 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**

- 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 school sets an admission number which, for 2024/25 is **240**.
- 4 Where places are offered in excess of the admission number these are offered by decision of the Governing Body against specific criteria. Those criteria listed in the oversubscription criteria are dealt with in the criterion order given.
- 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 Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (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 dates for receipt of preferences for the year of entry are in accordance with the Local Authority's published CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

### **Eligibility For A Place At 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 criteria outlined below. Each is applied in order of priority as tie breakers, with criterion f) 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) **Children who are pupils of Primary Schools in a defined relationship with Ridgewood School: The Academy @ Ridgewood Trust, supported by a Memorandum of Understanding**

Children who are pupils of such schools, with a Memorandum of Understanding current as at 1 September 2023, having been on roll at that school on the closing date for applications, and having attended that school continuously for more than one calendar year.

**Primary Schools currently in this category**

Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary, Scawsby Saltersgate Junior

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, 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 ONE 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 sent to parents in accordance with the Authority's CAS.

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF than the place offered. Places on the waiting list will be strictly prioritised in criterion order given above and will operate until the end of the autumn term.

- 12 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 vacancy arises, after consultation with the school.

### **In Year Transfers**

- 13 Applications for in year transfers will be considered in accordance with the policy and practice of Ridgewood School: The Academy @ Ridgewood Trust and with the LA's CAS. Notification of the offer of such a place will only be made once agreed between the school and the LA.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration by the school in line with the LA's CAS and relevant policy and practice.
- 15 After such consultation a pupil will normally be deemed eligible for a school place if there are sufficient places, unless specific circumstances apply.
- 16 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 9.
- 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 offered under the above approach (14-16), the school will, within two weeks of the decision that an offer of a place is agreed, determine a start date, unless circumstances under point 15 above apply.
- 19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the school. Circumstances beyond the parent's control, e.g. movement into/within the Borough, to take up residence in the catchment area, may be considered highly relevant in determining the approach to any individual case, though this is discretionary.
- 20 Pupils are normally required to start at the school on the start date offered. Where circumstances oblige, this can be within two weeks of that date. Places cannot be held open beyond this period. Applicants must be in a position to take up a place within the relevant 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 a 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 pupils may be admitted with reference to any Fair Access Protocol in which the school is an active participant at the time, outside of the normal admission arrangements noted above. This would be only following full negotiation, due process, and agreement between the LA and the school (paragraph 1 above applies).

## **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application is refused and the pupil does not currently have a place in a Doncaster school, the LA, in line with its CAS will offer a place at an alternative school as appropriate.

## **Admission To Post 16 Provision**

- 24 The School will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry requirements for Post 16 Provision.
- 25 Priority is given to applications from pupils in year 11 already at the school.
- 26 External pupils can, and it is envisaged will be, admitted to the Post 16 provision. If there is a need to limit the admission number for external applicants this limit will be set in light of the pupil number parameters notified by the EFA. If there are more applicants who meet the minimum academic entrance requirements than there are places, the school will apply the same academic entry requirements as it does to pupils already on roll in the school. If a tie-break is necessary to determine who is admitted from this external cohort, the criteria set out in section 9 above will be applied, as will the availability of places on specific courses applied for.
- 27 The closing date for external sixth form applications in the normal application round is 26 January 2024.

## **Independent Appeals**

- 28 If a place is not offered at the school parents, and in the case of Post 16 the student, have the right to appeal to an Independent Appeal Panel. Details of the procedure will be sent to parents/students who indicate their intention to appeal.
- 29 Parents/students 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 school 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.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

## **Explanatory Notes**

### **i Common Application Form (AF)**

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

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv 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).

### **v 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. This will only be considered when they are living at their new address and waiting list place amended as necessary.

### **vi Schools with current Memorandum of Understanding defined relationships with Ridgewood School: The Academy @ Ridgewood Trust**

Barnburgh Primary, Copley Junior, Richmond Hill Academy, Rosedale Primary and Saltersgate Junior schools.

### **vii 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, and following discussion and agreement between the School and the Local Authority.



## Admissions Policy 2024-25

### Introduction

The Rossington All Saints Academy, is situated in the Diocese of Sheffield and is sponsored by the Delta Academies Trust in partnership with the Diocese of Sheffield and Doncaster Local Authority.

The academy provides a distinctively Christian education for children aged 11 to 16 years and primarily serves the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington.

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 academy's admission criteria.

Rossington All Saints Academy is a Delta Academies Trust in which the Governing Body is the Admission Authority and responsible for admissions.

This policy should be read in conjunction with the rest of the Admissions booklet.

The admission number for 2023-2024 is **150** and children will be admitted during the Autumn term prior to their 12<sup>th</sup> birthday.

Please contact the academy if you need help in completing the Common Application Form or Supplementary Information Form.

### Making an Application

1. Applications are made online.
2. To support your application to The Rossington All Saints Academy, you may need to complete the **Supplementary Information Form**. This is not an application form for admission to academy but will be used by the academy when applying the admissions criteria.
3. The online form should be submitted by 31 October. The **Supplementary Information Form** (if applicable), should be sent directly to the school.

### Criteria For Admission

- Children who have an Education Health and Care Plan and the academy 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. Looked after Children or all Previously Looked After Children
2. The children of parents/carers who are resident within the catchment area of the Rossington pyramid primary school which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington.
3. The children of parents/carers who are resident outside of the catchment area of the Rossington pyramid primary schools which corresponds to the ecclesiastical parishes of St Michael's Rossington and St Luke's New Rossington and whose:-
  - a. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael's or St Luke's and will have an elder brother or sister in the academy at the anticipated time of admission.
  - b. Parents/carers and/or child/children regularly and frequently attend the parish churches of St Michael's or St Luke's.
  - c. Parents/carers and/or child/children regularly and frequently attend another Church of England church and will have an elder brother or sister in academy at the anticipated time of admission.
  - d. Parents/carers and/or children/children regularly and frequently attend another Church of England Church.
  - e. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in "Churches Together in England" and will have an elder brother or sister\* in academy at the anticipated time of admission.
  - f. Parents/carers and/or child/children regularly and frequently attend another Christian denomination participating in "Churches Together in England."
  - g. Parents/carers of Other Faiths with an existing child in academy at the anticipated time of admission.
  - h. Parents/carers of Other Faiths who wish their child to attend this Church of England Aided Academy.
  - i. Parents/carers with an existing child in academy at the anticipated time of admission.
  - j. Parents/carers who wish their child to attend this Church of England Aided Academy.
4. All other Children.

#### Tie Breaker

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 academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving higher priority.

In the event of two or more children living equidistant from the academy, the place will be decided by drawing lots. The first name drawn will be offered the place.

#### **Definitions**

##### 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 1 - Brother/Sister (Sibling)

References to brother/sister includes; 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](http://www.churches-together.org.uk)

Member churches:

Antioch Orthodox Church; Baptist Union of Great Britain; Cherubim and Seraphim Council of Churches; Church of England; Church of God of Prophecy; Church of Scotland (in England); Congregational Federation; Coptic Orthodox Church; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Ichthus Christian Fellowship; Independent Methodist Church; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Lutheran Council of Great Britain; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Redeemed Christian Church of God, Religious Society of Friends; Roman Catholic Church; Russian Orthodox Church; Salvation Army; Seventh Day Adventist (Observer); Transatlantic Pacific Alliance of Churches; United Reform Church; Wesleyan Holiness Church

#### Definition 5 - 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 academy.

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 academy when the child has been refused admission .
2. A vacancy only arises when the number of offers to the academy 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 academy where the pupil has a higher priority, as determined by the admissions criteria for a place at the academy, they will be placed on the list, above those with a lower priority.
6. The waiting list will be held until the end of the autumn term in the year of entry.

### **False Information**

1. Where the Governing Body has made an offer of a place at this academy 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 academy, the offer of a place will be withdrawn.
2. Where a child starts attending the academy 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 academy.
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 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 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.

<b>Document Title</b>	<b>Admissions Policy for Entry to School 2024/25</b>
<b>Author/Owner (Name and Title)</b>	Executive Director
<b>Version Number</b>	V1
<b>Date Approved</b>	Under consultation
<b>Approved By</b>	Board of Trustees

<b>Policy Category</b>  (Please Indicate)	<b>1</b>	Trust/Academies to use without amendment
	<b>2</b>	Academy specific appendices
	<b>3</b>	<b>Academy personalisation required (in highlighted fields)</b>

#### Summary of Changes from Previous Version

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Note/Summary of Revisions</b>
V1	November 2022	DJA/DHO	Updated key dates for Admissions into the Academy September 2024

# Admissions Policy for Entry to School 2024/25

**Name of School: Sir Thomas Wharton Academy**

**Admissions Authority: Maltby Learning Trust**

## SCHOOL ADMISSIONS CODE 2021

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and offered in an open and fair way. The Code has the force of law, and where the words '**must**' or '**must not**' are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

## HOW ADMISSIONS WORK

In summary, the process operates as follows:

All schools **must** have admission arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

Admission authorities **must** set ('determine') admission arrangements annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years.

Consultation **must** be for a minimum of 6 weeks and **must** take place between **1 October** and **31 January** of the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, consultation **must** be completed by 31 January 2023. This consultation period allows parents, other schools, religious authorities, and the local community to raise any concerns about the proposed admission arrangements.

Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements **must** be referred to the Adjudicator by **15 May** in the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for entry in September 2024, objections **must** be referred to the Adjudicator by 15 May 2023.

Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The Local Authority will collate and publish all the admission arrangements in the area in a single composite prospectus.

In the normal admissions round parents apply to the Local Authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the Local Authority where the child lives. A parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a

school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the Local Authority.

Secondary Applications: All preferences are collated and parents then receive an offer from the Local Authority at the highest preference school at which a place is available. The offer is made on National Offer Day – this is **1 March** for secondary schools (or the next working day where 1 March falls on a weekend or bank holiday), in the year in which the child will be admitted.

Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child. Further information is available on the Local Authority website:

Further information is available on:

Doncaster Local Authority website [School admissions - Doncaster Council](#)

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

## DETERMINING ADMISSION ARRANGEMENTS

Admission authorities are responsible for admissions and **must** act in accordance with the Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

## PUBLISHED ADMISSION NUMBER (PAN)

As part of determining their admission arrangements, all admission authorities must set an admission number for each 'relevant age group'. (Relevant age group is the first year of entry – Year 7 in a secondary school).

Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the Local Authority (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult where they propose a decrease to the PAN.

Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

Admission authorities **must** notify their Local Authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the Local Authority in good time to allow the Local Authority to deliver its co-ordination responsibilities effectively.

Admission authorities may also admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## OVERSUBSCRIPTION CRITERIA

The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose Education, Health and Care Plan names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of the Code).

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in the Code, to looked after children and all previously looked after children, 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 as a result of being adopted.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear, and fair tie-breaker to decide between two applications that cannot otherwise be separated.

The Trust Board of an Academy Trust is the Admissions Authority for the schools within their Trust. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Doncaster Local Authority on behalf of the Governing Body / Trustees.

## SECONDARY ACADEMIES - CLOSING DATE FOR RECEIPT OF APPLICATIONS

For Admission to Secondary School in 2024, the Government has deemed that the National Closing Date for receipt of applications will be **31st October 2023**.

Parents/carers should submit their secondary school application by **31 October 2023**.

## HOW TO APPLY FOR A SECONDARY SCHOOL PLACE

Parents of **children resident in Doncaster** MUST apply via Doncaster Authority.

However, for Looked After Child, the application must be submitted by the social worker via the Local Authority responsible for the child's care rather than the foster carer.

Doncaster Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website.

Parents who are unable to apply online or would simply prefer to complete a paper application form can contact the Local Authority Admissions Team to request a paper copy.

## PUBLISHED ADMISSION NUMBER (PAN)

### SECONDARY ACADEMY - THE PUBLISHED ADMISSION NUMBER FOR ENTRY TO YEAR 7

<b>Academy</b>	Sir Thomas Wharton Academy
<b>PAN</b>	210

Where the Published Admission Number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on the date specified below, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies"). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

#### **Secondary Academies - 31<sup>st</sup> October 2023**

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on the Local Authority website at:

#### **Doncaster School Catchment Areas:**

[School catchment areas - Doncaster Council](#)

## ADMISSIONS CRITERIA

### **A) Children with Special Educational Needs:**

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

### **B) For all other applications places will be allocated in the following order of priority:**

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 31<sup>st</sup> October 2023, live in the catchment area of this school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of this school in Y8-11 (Secondary) at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 3 Children who, on 31<sup>st</sup> October 2023, live in the catchment area of the school as defined by the Local Authority (see note (b) below)
- 4 Children who, on 31<sup>st</sup> October 2023, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 (secondary) at the start of the academic year 2024 (see note (c) and (d) below)
- 5 Children who, on 31<sup>st</sup> October 2023, are on the roll of one of our associated/link primary/junior/junior and infant catchment area schools as identified by the Authority. (see note (f) below)
- 6 Children who, on 31<sup>st</sup> October 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

## NOTES

- a) A 'relevant looked after child' is a child that is looked after by a Local Authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the Local Authority has confirmed will still be looked after at the time when he/she is admitted to the school.  
Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children 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.
- b) Places will be allocated based on your residential address on **31<sup>st</sup> October 2023**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/Council Tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
  - brother/sister to be permanently resident at the same address.
  - stepbrother/stepsister to be permanently resident at the same address.
  - half-brother/half-sister to be permanently resident at the same address.
  - brother/sister who do not live at the same residence but, who share the same parents.

- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

- d) Children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on 31<sup>st</sup> October 2023.
- e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must 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. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- f) Associated/Link Primary Schools

Below is a list of our catchment area and associated/link Primary, Junior and Junior and Infant Schools.

**STWA** Edlington Victoria, Warmsworth Primary, Hill Top, Wadworth Primary, Tickhill Estfeld, Tickhill St. Mary's C of E

## WAITING LISTS

On the National Offer Day of 1<sup>st</sup> March 2024 (Secondary) the Admissions Team will establish a waiting list for Secondary schools in Doncaster where the number of applications for those schools has exceeded the available places for entry into Year 7 (Secondary).

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2024 when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

## CURRENT IN-YEAR ADMISSIONS NUMBER – TRANSFERRING SCHOOL DURING THE SCHOOL YEAR

### Secondary Academy:

	<b>Sir Thomas Wharton Academy</b>
<b>Year 8</b>	210
<b>Year 9</b>	210
<b>Year 10</b>	210
<b>Year 11</b>	210

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. Further information and the relevant application form is available on the Local Authority website.

A paper copy of the application form can be requested from the Admissions Team.

If you are moving home, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration by the relevant Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.
- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15 school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1<sup>st</sup> May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body/Trustees (as the Admissions Authority) by the Local Authority Admissions Team. The Academy will contact you prior to your child's admission and inform you of arrangements for any visits and transition etc.

It should be noted that it is the Local Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a significant and material change of circumstances which is relevant to the application for admission.

## INFORMATION ON APPEALS

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on behalf of the Governing Body / Trustees (as the Admissions Authority) by the Local Authority Admissions Team.

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- every parent has the right to attend the independent appeal in order to make their case;
- the parent can be accompanied by a friend or be represented by them;
- independent appeals are heard in private;
- the decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- parents will receive written notification of the Appeals Panel decision.
- Dates – (parents will be advised at the earliest opportunity of appeal dates by the Clerk)

## GENERAL INFORMATION ON APPEALS

A separate document containing details of the appeals procedure is available from the Local Authority for parents whose applications could not be satisfied.

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person, the hearing may be held, and the case dealt with in the absence of the parent using only the written documentation submitted.

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 and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

Further information is available on the Local Authority websites.



The Hayfield School

📍 The Hayfield School, Hurst Lane,  
Auckley, Doncaster, DN9 3HG  
Headteacher: Lisa Fox  
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Policy Title	Admissions Policy 2024/25
Date ratified by Trustees Board	February 2023
Signed by	M Huby Chair of Trustees
Effective date	February 2023
Review frequency	Annual
Review date	February 2024

• *Kindness* • *Decency* • *Strong Work Ethic* •

## **Admission Arrangements 2024/2025 School Year**

1. The Hayfield School delegates admissions administration to the Local Authority (LA). Neither the Headteacher nor their representatives are able to determine eligibility for places.

### **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, 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**

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 Hayfield School consults with the LA and has set a Pupil Admission Number (PAN) which is currently **210**.

4. Before making a final decision, The Hayfield School 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.

5. A child will normally be eligible to a place unless the number of applications for admission exceeds the PAN or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Coordinated Admission Scheme (CAS).

### **Expressing a Preference**

6. Applications for admission should be made in accordance with the relevant CAS. Parents/Carers can express up to three choices of schools in rank order of preference. It should be noted that the Local Authority as the delegated Admission Authority for The Hayfield School will consider all preferences equally.

### **Closing Date For Receipt Of Parental Preferences**

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

8. Late applications for the year of entry are processed in accordance with the relevant CAS.

### **Eligibility For A Place At 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.

In accordance with legislation the allocation of places for children with Education, Health and Care Plan (Children and Families Act 2014), naming the school will take place first. We will then allocate remaining places in accordance with this policy.

Preferences for each school will be sorted in the order of the criteria outlined below. Each of the remaining criteria 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 within the formal 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. The child needs to reside at the address which is on the application form by the closing date of 31st October.

##### **c) 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 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) 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 admissions 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.

##### **e) Pyramid Schools**

Children not resident in the formal catchment but who attend 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.

#### **f) Proximity**

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

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 consider both places of residence.

Measurements will be made using a computerised programme.

#### **The Offer Of A Place At A School**

10. Decisions will be sent 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. Please see the LA website for more details.

#### **Waiting Lists**

12. Pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in the criteria order given above.

13. Places will only be allocated from the waiting list when the number of pupils falls below the pupil Admission Number (PAN) 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.

#### **In Year Transfers**

14. 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 school. 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.

15. A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

16. 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 9.

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 offered, the school will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

19. 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.

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 a 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 pupils may be admitted under the In-Year Fair Access Protocol (IYFAP) outside of the normal admission arrangements noted above.

### **Allocation Of Places**

23. If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

### **Independent Appeals**

24. If a place is not offered at the school, parents (on behalf of the pupil) have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

25. 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 school 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.

### **Further Information**

More detailed information about the admission process is available in the Admission To School Booklets, from the local authority.

Telephone: 01302 737204 or 01302 737234

Address: Admissions and Pupil Services, Civic Building, DoncasterDN1 3BU

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

Website: [www.doncaster.gov.uk](http://www.doncaster.gov.uk)

## **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 for the year of entry.

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv 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, 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).

#### **v 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. The ordinary residence should be the address on the AF on the date of application, which subsequent decisions will be based upon. This will only be considered when they are living at their new address and waiting list place amended as necessary.

#### **vi List of Pyramid Schools**

The formal catchment area of the school which is defined as the existing collective LA catchment areas of the Pyramid schools (Auckley Junior and Infant; Bawtry Mayflower Primary; St. Oswald's Church of England Academy Finningley; Hayfield Lane Primary; and Branton St Wilfrid's Church of England Primary) and includes: Bawtry, Austerfield, Finningley, Blaxton, Auckley, Branton and Old Cantley.

#### **vii 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

Responsibility for review:  
Effective date:  
Review date:

# Admission Arrangements for The Laurel Academy

## 2024/2025 School Year

- 1 The Governing Body (GB) is the Admission Authority for the school. Unless delegated to the Local Authority (LA), 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 determine eligibility for places.

### 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, 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

- 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 school consults with the LA and has set an admission number of **224**.
- 4 Where places are offered in excess of the admission number these 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 Form<sup>i</sup> (AF) or Transfer Form<sup>ii</sup> (TF) under a Coordinated Admission Scheme<sup>iii</sup> (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 dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.
- 8 Late applications for the year of entry are processed in accordance with the relevant CAS.

### Eligibility For A Place At 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 Children<sup>iv</sup>**

b) **Catchment Area**

Children who are ordinarily resident<sup>v</sup> 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, 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<sup>vi</sup>**

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<sup>v</sup>, 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.

## **The Offer Of A Place At A School**

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

## **Waiting Lists**

11 For the year of entry, pupils will be added to the waiting list where they are refused a place and the school was ranked higher on the AF 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.

12 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 vacancy arises.

### **In Year Transfers**

- 13 Applications for in year transfers are considered in accordance with the LA's CAS.
- 14 Applications should be made on the LA's TF and submitted to the LA for consideration.
- 15 A pupil will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply<sup>vii</sup>.
- 16 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 9.
- 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 offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, 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 a 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 pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### **Allocation Of Places**

- 23 If, following the consideration of an application from a Doncaster resident, an application 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 LA's CAS.

### **Independent Appeals**

- 24 If a place is not offered at the 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.
- 25 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,

## **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 school 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.

### **Further Information**

Further, more detailed information about the admission process is available in the Admission To School Booklets, from the school or the LA.

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## **Explanatory Notes**

### **i Common Application Form (AF)**

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

### **ii Common Transfer Form (TF)**

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

### **iii 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 a AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **iv 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).

### **v Ordinarily Resident/Residence**

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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.

vi **List of Link Schools**

New Pastures Primary Schools	Montagu Academy
Highwoods Academy	Mexborough St John the Baptist C of E Primary School
Windhill Primary School	

vii **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.

# THE MCAULEY CATHOLIC HIGH SCHOOL ADMISSION POLICY 2024-25

**THE MCAULEY CATHOLIC HIGH SCHOOL** was founded to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always 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 admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 240 pupils to year 7 in the school year which begins in September, 2024.

## **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 a 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**

***At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority: Note – in every category siblings are given higher priority***

1. Catholic looked after and previously looked after children. (notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely, Our Lady's, Armthorpe • St Francis Xavier, Balby • Our Lady's, Bentley • St. Peter's, Doncaster • St. Mary's, Edlington • St. Patrick's, Harworth • St. Joseph's, Retford • St. Joseph's, Rossington • Holy Family, Stainforth • Our Lady of Mount Carmel, Wheatley Hills • St Joseph's & St Theresa's, Woodlands
3. Other Catholic children (i.e. those attending non-Catholic Schools or Catholic Schools in another area).
4. Other looked after and previously looked after children. (note 2)
5. Catechumens and members of an Eastern Christian Church. (notes 5&6)
6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. 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 be most appropriately met at this school, the application will be placed at the top of the category in which the application is made.
- (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.
- (iii) Children who attend a Feeder Catholic primary school at the time of application 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) and (ii) above"

## **Tie Break**

### **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, 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.

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 round<sup>1</sup>, you **must** complete a Common Application Form [(excluding admission to year 12)]<sup>2</sup> available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to The McAuley Catholic High School c/o Admissions Clerk by December 31<sup>st</sup>.

You will be advised of the outcome of your application on 1<sup>st</sup> March 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 or 6, 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 31<sup>st</sup> October 2023.**

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### **Late Applications<sup>3</sup>**

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.]

### **Admission of Children Outside their Normal Age Group**

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to The Admissions Clerk, McAuley Catholic High School, Cantley Lane, Doncaster, DN3 3QF) 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 [insert date being the last day of the summer 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 contacting [insert name and address].

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 where admitting the child would mean exceeding the published admission number.

**The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.**

### **Notes (these notes form part of the oversubscription criteria)**

1. 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 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 laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those Catholics who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. '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.
6. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "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.

8. "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 7 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.
9. '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 for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.
10. 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.
11. 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.

### **Appeals**

Appeals against the Governing Body's decision to refuse an admission If a place is not available, parents have the right of appeal. An Independent Appeals Panel formed in accordance with the DFE Admission Appeal Code will hear such appeals against non-admission. Details of the appeals process will be made available to all unsuccessful applicants. Normally, appeal hearings will be held within 30 school days of the appeal being lodged. If a place is not available parents will be informed within one week of their right to appeal.

**Signed** \_\_\_\_\_ **Chair of Governing Body**

**Date** \_\_\_\_\_

**Review date** \_\_\_\_\_



**TRINITY ACADEMY**

**ADMISSIONS & APPEALS POLICY**

Reviewed:  
Governors approved:  
Next review:

## **Admission arrangements approved by Secretary of State**

1. The admission arrangements for Trinity Academy for the year 2024-2025 and, subject to any changes approved by the Secretary of State, for subsequent years are:
  - a) The Academy has an agreed admission number of 240 students in Years 7-11 and 224 students in Years 8-11, and 350 students in Years 12 and 13 combined. Trinity Academy will accordingly admit at least the agreed number of students in the relevant age group each year if sufficient applications are received;
  - b) The Academy may set a higher admission number than its published admission for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult Doncaster LA, other relevant admission authorities and governing bodies. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State;
  - c) The Academy will exercise no selection policy on the basis of academic ability or aptitude for the specialism.
2. Trinity Academy will use the following timetable for applications each year (exact dates within months may vary from year to year);
  - a) September: The Academy will publish in its prospectus information about the arrangements for admission the following September, including over subscription criteria, (e.g. in September 2023 for intake September 2024). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which the Doncaster Common Application Form (CAF) must be returned to the LA. Trinity Academy will also provide information to the LEA for inclusion in the composite prospectus, as required;
  - b) September: The Academy will hold its open evening for Year 6;
  - c) 31st October: Closing date for application forms (Common Application Form to be received by Doncaster LA and Trinity Application Form);
  - d) December to February: Applications are considered in consultation with Doncaster LEA and any other admissions authorities in relation to general strategic planning for admissions;
  - e) 1st March : Offers of places notified in writing to parents;
  - f) May to June: Independent appeals.

This timetable seeks to harmonise arrangements with those of the Doncaster LA and as developed within the Admission Forum for Doncaster. In this way, it is intended to secure a coordinated approach to admission for parents and students.

### **Consideration of applications**

1. Trinity Academy will consider all applications for places where fewer than 240 in year 7 (224 in Year 8-11) applications are received. The Academy will offer places to all those who have applied.
2. Notwithstanding clause 3 above, Trinity Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been permanently excluded from two or more schools and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions which took place before the child concerned reach

compulsory school age do not count for this purpose. Academies may also refuse admission to students (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.10 of the School Admissions Code. In all the circumstances described in this paragraph, however, the Secretary of State may direct Trinity Academy to admit such a student and that direction shall be binding.

### **Procedures where the Academy is oversubscribed**

1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out:
  - a) "Children Looked After" or Previously "Looked After Children";
  - b) Those students permanently resident in the Academy catchment area who express a preference;
  - c) Those students whose siblings (including step children, half-brothers/sisters and foster children living in the same address) will already be on the Academy roll in the September of their proposed entry;
  - d) Those students with social and/or medical reasons for attending the Academy, which in the latter circumstances, are substantiated by the Doncaster Authority's medical advisers and accepted by the Academy;
  - e) Those students whose home front entrance door is closest to the Academy front entrance.
2. Notwithstanding the provisions of paragraphs a-e, the Secretary of State may direct Trinity Academy to admit a named student on application from an LA. The Secretary of State shall in such circumstances consult with Trinity Academy before making such a direction and have regard to its comments.

### **Catchment area**

The Academy catchment area will include the following primary schools:

- Thorne Brooke Primary
- Thorne Green Top Primary
- Thorne King Edward Primary
- Thorne Moorends Marshland Primary
- Thorne Moorends West Road Primary

Detailed listings of the streets within the catchment area are available in the event of difficulty in defining eligibility. Should you require further details, please contact Doncaster Council.

The catchment area for post-16 students has been extended to students who live within a reasonable daily travelling distance from the Academy.

### **Operation of waiting lists**

1. Where in any year Trinity Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list.

2. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5 of this annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
3. Children applying to go into other year groups will be admitted if there are places available. Parents refused a place in other year groups, including Sixth Form, also have a statutory right of appeal.

### **Arrangements for the admissions appeal panel**

Parents will have the right of appeal to an independent Admissions Appeal Panel if they are dissatisfied with an admission decision of Trinity Academy. The panel set up by the Board of Directors in accordance with the relevant Admission Appeal Code for such appeals will hear all the cases submitted in writing by parents to the Academy. Any such appeal will be processed in accordance with the requirements of the same code.

### **Arrangements for admission to post-16 provision - where appropriate**

Admissions to Sixth Form will be made on the basis of students meeting the academic requirements set down from time to time in relation to precise course selections. External students will be admitted to the Sixth Form. The academic requirements for individual courses will be set out in the published admissions arrangements each year.

Year 11 students in the Academy will be interviewed regarding their intentions for a possible Sixth Form place during Year 11. Formal application and registration will follow the publication of examination results in the summer. External applicants will be able to visit the academy and apply by arrangement.

### **Policy and procedure for selection to Sixth Form (Years 12-13)**

#### **Policy**

1. There is no catchment area/admission zone restriction but the Academy must be satisfied that any daily travel distance is reasonable and does not mitigate against full participation in Academy life and studies.
2. Applicants' performance at GCSE or equivalent will be used to assess suitability for their choice of Sixth Form course.
3. The DfE has determined that funding for entry into Year 12 is limited to 220 students (subject by annual review) and preference will always be given to students who have completed their Year 11 in Trinity Academy.
4. The Principal must be satisfied that each successful applicant is sufficiently motivated to succeed within the ethos of the Academy. This determination must also be reflected in the support demonstrated by his/her parents(s) or guardian(s) to each and all of these factors.
5. Those refused a place have a statutory right of appeal.

#### **Procedure**

Internal applicants will give early indication of their desire to enter the Sixth Form in Year 11. External applicants are also invited to apply, usually in Year 11, but can only be offered places conditional upon

spaces being available after existing students have been catered for. Confirmation of acceptance will only be made, therefore, once GCSE results are known and existing students' applications have been processed.

A variety of information events will be held during the year, including a Year 11 to Year 12 pathways evening for Trinity students and informal visits at other times can be arranged by appointment. There will also be an open evening for students coming from outside the Academy, (date to be announced). The academic requirements for individual courses will be set out in the published admissions arrangements each year and these details will be made available for those wishing to consider a place in Year 12 (September 2024) during the academic year 2023-2024.

### **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).

## Admissions Policy 2024/25

### School Background

**XP EAST** is a secondary mainstream 11-19 academy in Lakeside, Doncaster, situated next to XP, and is a member of the XP SCHOOL MULTI-ACADEMY TRUST.

We base our practice on the extremely successful schools of High Tech High, San Diego ([www.hightechhigh.org](http://www.hightechhigh.org)) and Expeditionary Learning schools across the USA ([www.elschools.org](http://www.elschools.org)) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences. There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP EAST is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to academies.

XP EAST will open with Year 7 entry in September 2020, completing in September 2021 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2021. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits. The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP EAST is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP EAST is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.

## **Size of school and appeals**

XP EAST is a deliberately sized school, which 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 one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP EAST must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

## **Application Process**

XP EAST 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 Secondary Admissions Booklet. 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**

XP EAST has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year. All applicants will be admitted if fewer than 50 applications are received.

## **Special Educational Needs**

Children with an Education Health and Care Plan (EHCP) where XP EAST is named in the plan will be admitted to XP EAST.

## **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 XP EAST, the oversubscription criteria will be:

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).

2. Children of staff and governors 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.
3. Children with a sibling who is attending or has attended XP EAST or XP. 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, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64

## **Applications for sixth form**

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils. XP EAST will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 'capacity'), with pupils being admitted to Year 12 in 2023. If fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.

There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.

### **Admissions criteria**

XP EAST will admit any pupils with a statement of Special Educational Needs whose statement names XP EAST and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification: These are:

For level 3 courses: 5+ A\*-C grades at GCSE

For level 2 courses: 5+ A\*-E grades at GCSE

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed Course requirements are published annually on the school's website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

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).

2. Children of staff and governors 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.
3. Children with a sibling who is attending or has attended XP EAST or XP. 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, stepbrothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64
5. Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64

## **Tie-break**

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

## **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, parents may request that their child is placed on the school's waiting list.

## **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. XP EAST will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.



## Admissions Policy 2024/25

### School Background

XP School (Doncaster) is a 11-19 secondary academy in Doncaster.

We base our practice on the extremely successful schools of High Tech High, San Diego ([www.hightechhigh.org](http://www.hightechhigh.org)) and Expeditionary Learning schools across the USA ([www.elschools.org](http://www.elschools.org)) and as such, offer an academically rigorous curriculum with deep, visceral learning experiences.

There is a relentless focus on quality of work and character growth. As a result, our school culture is value-driven where students, staff and parents are expected to be courageous, respectful, committed to craftsmanship and quality, compassionate and to always show integrity.

We provide an authentically tough and rewarding education for everyone, so we do not segregate children by any measure, such as social class or academic ability and have a non-selective admissions policy. We do not select any students by gender, ability or any other selective criteria, including the distance a student lives from our school, or parental interview by panel. Our admissions policy reflects these aspirations.

XP is committed to straightforward, open, fair and transparent admissions arrangement. The school acts fully in accordance with the School Admissions Code (as revised December 2014), the School Admissions Appeals Code and admissions law as they apply to academies.

XP opened with Year 7 entry in September 2020, completing in September 2021 with Year 13 entry. Each Year has two forms of entry with 25 children in two classes, providing 50 places in each Year, to a total of 350 places across Years 7 to 13 in September 2021. This ensures we are able to deliver our highly personalised curriculum and assessment strategies.

Our classrooms are significantly smaller than traditional schools because of our deliberately small class sizes. Our class sizes are the specific size of 25 to enable us to deliver our unique curriculum based on Expeditionary Learning practices. The DfE have agreed to our vision and educational plan and have funded our school accommodation according to these limits.

The specific size of our school is published on our website, our admissions policy and has been on almost all marketing literature issued by the school.

We intend our school to benefit Doncaster and its surrounding area so the catchment area of XP is defined by the postcode boundaries of DN1-12 and S64.

We hold high expectations for all our stakeholders. Students are expected to be able to go to University if they so wish, staff pursue a high level of continual professional development, and parents are expected to attend and be involved in Celebrations of Learning, Student-led Conferences and Passage Presentations.

XP is not a vocational school, and does not prepare students for specific trades. We believe our school presents a great offer of education to all children, and it is not tailored for or aimed at certain children with specific ways of learning.



XP is a deliberately small school, which 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 one thing; our size.

From the very beginning of our school, we have publicly, legally and financially defined the size of our school to have a total of 350 students when full, made up of 50 students in each year, with 25 students in each class.

Our admissions policy is the fairest we can legally have, based on random selection which is administered independently by our Local Authority.

XP must therefore rigorously protect the integrity of our admissions process, and as the admissions appeal panel must not re-assess the capacity of our school, we do not accept any appeal on anything other than legal grounds, as we feel this would be in danger of reducing our fair non-selective process to an unfair and selective parental interview by panel.

### Application Process

XP 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 Secondary Admissions Booklet.

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

XP has an agreed Published Admissions Number of 50 for admission into year 7 and will admit up to this number each year.

All applicants will be admitted if fewer than 50 applications are received.

### Special Educational Needs

Children with an Education Health and Care Plan (EHCP) where XP is named in the plan will be admitted to XP.

## 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 XP, the oversubscription criteria will be:

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).
2.  
Children on the Parent Group list. As XP was created through the Free School process, dispensation has been granted from the Secretary of State to prioritise the admission of children whose parents made a significant contribution to the application, set up and running of the school, as set out in Charity Law.
3.  
Children of staff and governors 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.
4.  
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, stepbrothers or sisters and foster brothers and sisters.
5.  
Children living within the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64
6.  
Children living outside the designated catchment area of the school identified by random allocation. This process will be independently ran and verified by the local authority. Our catchment area is defined by postcodes DN1-12 and S64

## Applications for sixth form

This admissions policy will be the subject of consultation and review prior to admitting Year 12 pupils.

XP will operate a sixth form for a maximum total of 100 pupils. 50 places overall will be available in Year 12 (the Year 12 'capacity'), with pupils being admitted to Year 12 in 2020.

If fewer than 50 of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 50.



There are a variety of sixth-form courses on offer each with different entry requirements. Full details of these will be published annually in the sixth-form prospectus and applicants should contact the school for information.

## Admissions criteria

XP will admit any pupils with a statement of Special Educational Needs whose statement names XP and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth-form course and its level of qualification:

These are:

For level 3 courses: 5+ A\*-C grades at GCSE

For level 2 courses: 5+ A\*-E grades at GCSE

In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the sixth-form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the Published Admissions Number, priority will be given in the following order:

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).

2.

Children of staff and governors 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.

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, stepbrothers or sisters and foster brothers and sisters.

4.

Children living within the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64





5.

Children living outside the designated catchment area of the school identified by random allocation. This process will be independently verified. Our catchment area is defined by postcodes DN1-12 and S64

## Tie-break

In the event of two or more applications that cannot otherwise be separated, the school will use random allocation as a tie-break. This process will be independently verified.

## 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, parents may request that their child is placed on the school's waiting list.

## 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.

XP will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeals should be made in writing within 20 school days from the date of notification that the application was unsuccessful.

Last Updated:

Verified by:

Review Date: 01/02



## 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](http://www.barnsley.gov.uk/schooladmissions)  
email: [admissions@barnsley.gov.uk](mailto: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](http://www.eastriding.gov.uk)  
email: [schooladmissions@eastriding.gov.uk](mailto:schooladmissions@eastriding.gov.uk)

### **Lincolnshire County Council**

County Offices  
Newland  
Lincoln  
LN1 1YQ

tel: 01522 782030  
fax: 01522 516708  
web: [www.lincolnshire.gov.uk](http://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  
web: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)  
email: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@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](http://www.northlincs.gov.uk)  
email: [admissionstoschool@northlincs.gov.uk](mailto: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](http://www.northyorks.gov.uk/admissions)  
email: [schooladmissions@northyorks.gov.uk](mailto: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](http://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](http://www.rotherham.gov.uk)email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)**Sheffield City Council**

People Services Education &amp; Skills

Floor 5

West Wing

Moorfoot

Sheffield

S1 4PL

tel: 0114 273 5790

web: [www.sheffield.gov.uk](http://www.sheffield.gov.uk)email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)**Wakefield Metropolitan District Council**

School Admissions

County Hall

Wakefield

WF1 2QL

tel: 01924 306052

web: [www.wakefield.gov.uk](http://www.wakefield.gov.uk)email: [ceoadmissions@wakefield.gov.uk](mailto:ceoadmissions@wakefield.gov.uk)

# Appendix 6 Comments

## ADMISSION TO SECONDARY SCHOOL SEPTEMBER 2024 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	5
• Did it contain the information you wanted? (see below)	1	2	3	4	5
• Was it well laid out, so that you could find the sections you wanted?	1	2	3	4	5
• Overall, how did you rate the booklet?	1	2	3	4	5

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)

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Do you have any other suggestions for improving the layout of the booklet?

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Do you have any suggestions for improving the admission process or for policy changes?

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**Thank you for your help.**

Please return to: Doncaster Council School Admissions Team  
Civic Office  
Waterdale  
Doncaster  
DN1 3BU

# Secondary School Admissions September 2024

**Apply online at:**  
[www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

- The process is now faster, simpler and easier
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- 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

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**City of  
Doncaster  
Council**

[www.doncaster.gov.uk](http://www.doncaster.gov.uk)