WICKERSLEY PARTNERSHIP TRUST.

Monkwood Primary School Admissions Policy 2028/29 (DRAFT)

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OWNED BY: Risk & Compliance Manager
APPROVED BY: Trust Board

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and Statutory Requirements

An overview of the legal requirements around Admission to Secondary School is provided on the schools website for additional information for parents/carers.

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998 This policy complies with our funding agreement and articles of association.

3. Key Dates for Admission Arrangements for 2028/29

- Consultation window for admission arrangements for 2028/29 entry - **1 October 2026 to 31 January 2027.**
- Admission Authorities determine admission arrangements by **28 February 2027**.
- Notify appropriate bodies of determined arrangements, publish determined arrangements on the respective school website and send copies of determined policies to the Local Authority (LA) by **15 March 2027**.
- Objections to determined admission arrangements **must** be referred to the Office of the Schools Adjudicator by **15 May 2027**.

4. Key Dates for Parents/Carers

- National 'Closing Date' for 'on-time' applications for Primary applications **15 January 2028**.
- National 'Offer Day' for Primary school entry **16 April 2028**.
- Start of the 2028/29 academic year **1 September 2028**.

NB: Where National Offer Day falls on a weekend or bank holiday, the offer day will normally be the first working day afterwards.

5. Introduction

As the school is an academy status school, the Wickersley Partnership Trust is the Admissions Authority and has the responsibility to set admissions arrangements for the school in compliance with the School Admissions Code 2021.

The below sets out the admissions arrangements for entry to Reception (Foundation Stage 2) in September 2028 and includes the oversubscription criteria that will be applied in the event that there are more applications than places available.

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 15 January 2028 (which is the National Closing Date), live closest to the school measured in a straight line on a horizontal plane (commonly known as a 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.

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.

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest preferred school as named on the application form of the potential offer schools.

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.

Apply for a school place – Rotherham Metropolitan Borough Council

6. Catchment Area

Information on the catchment area for the school can be obtained by contacting the Local Authority School Organisation Team on (01709) 254831 or on the Local Authority website at:

https://www.rotherham.gov.uk/schools-schooling/find-a-school/3

You can use the catchment map to find your catchment area school.

- Access: **Rotherham Cadcorp SIS WebMap 9.1**
- Close the 'Layers' instruction tab.
- Click the left arrow on the right hand side of page.
- Scroll down to Education and toggle Primary Catchment or DSAT Parish Boundaries and/or Secondary Catchment.
- Close the tab, selecting left arrow.
- Click the search tab at the top of page.
- Type the post code in the search bar and select the correct house number.
- Select the property (if not shown, select 'GET MORE' at the bottom)
- The property will be highlighted in Red.
- Click on the left arrow to close the tab.
- Click back onto the Property and catchment area school/s will be shown on the screen in a pop-up box.

For a catchment area for our school list of streets – Please see the school website 'Admissions' section for the most up to date list of streets that make up our catchment area.

The Published Admission Number (PAN) for entry to Reception / Foundation Stage 2 is:	30
In the event that there are more applications than places available, the following oversubscription criteria will be applied:	
Children with Special Educational Needs:	A small number of children will have an Education, Health and Care Plan (EHCP) that names a school, and these children must be admitted to the school named as part of that process. The majority of children with special educational needs will not require an EHCP. Applications for children who have special educational needs but no EHCP, will be considered on the basis of the Admission Authority's published admissions criteria.
For all other applications places will be allocated in the following order of priority *(Please note that where 'Authority' is stated this refers to the Admissions Authority and Rotherham Local Authority when acting on behalf of the Admissions Authority)*:	• Relevant Looked After Children and previously looked after children (see note (a) below for full definition). • Children who, on 15th January 2028, live in the catchment area of the school as defined by the Admission Authority and will have an older sibling on the roll of the school in Years 1-6 at the start of the academic year 2028 (see notes (b), (c) and (d) below). • Children who, on 15th January 2028, live in the catchment area of the school as defined by the Admission Authority (see note (b) and (c) below) • Children who, on 15th January 2028, it is expected will have an older sibling on the roll of the preferred school in Years 1-6 at the start of the academic year 2028 (see note (d) and below) • Children who, on 15th January 2028, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

Please Note:
In the event of over-subscription (the PAN being reached) within any criterion, preference will be given to children who live nearest to the school on a straight-line measurement commonly known as 'as the crow flies'.

Straight line distance is calculated electronically to three figures after the decimal point (e.g. 1.234 miles) by the Local Authority school admissions team.

Distance measurements are calculated (by the Local Authority Admissions Team) using GIS 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. In the event of two distances being equal, lots will be drawn by a representative independent of the admission authority.

Notes: definitions and additional information in relation to the admissions criteria for entry to Reception / Foundation Stage 2.

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 arrangements 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 15 January 2028. 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 Authority / School / Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

c) 50/50 custody of a child - where a child lives with parents in a 50/50 custody arrangement, the Admissions Authority / School / Local Authority will use the main residence as:

- Whichever parent is claiming child benefit - this address will be used
- The address outlined in a court arrangement instruction as main address
- Stated in a Solicitor or Notary affidavit

To determine main residence in relation to the allocation of a school place.

d) 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

Additional Note: 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.

7. Waiting Lists

On the National Offer Day of **16 April 2028**, the Admissions Team will establish a waiting list for all Infant, J&I, Primary and Junior schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception or Year 3 for a separate Junior school.

The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the **31 December 2028** 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.

8. In-Year Admissions – Transferring During the School Year

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority co-ordinate in-year transfers for all our primary schools in Rotherham.

The Local Authority will be able to provide an indication of potential school place availability on request however, this is subject to change on a daily basis as applications are received and processed. Parents may still wish to apply for a school which appears to be oversubscribed as, if declined, all parents will be offered the right of appeal to an independent appeal panel.

Further information and the relevant application form is available on the Local Authority website:
Apply for a school place – Rotherham Metropolitan Borough Council

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

Telephone: 01709 823777
Email: admissions.enquiries@rotherham.gov.uk

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.

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school, it does not guarantee a place at that particular school for any other child/children in the family.

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 1st 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 1st May.

You will be notified in writing of the outcome of your application. This decision will be sent by the Local Authority Admissions Team.

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.

9. 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 be sent 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)

10. 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 website:

https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals

Email schoolappeals@rotherham.gov.uk

11. Useful Contacts

Local Authority Admissions Team
Children and Young People's Services
Riverside House
Main Street
Rotherham
S65 1AE

Contact an Admissions Officer on:
School Admissions Enquiry

Local Authority Appeals Clerk
School Appeals Service
Rockingham Professional Development Centre
Roughwood Road
Rotherham
S61 4HY

Contact an Appeals Clerk on:
Tel: (01709) 822722
Email: schoolappeals@rotherham.gov.uk

Policy approved by Wickersley Partnership Trust Board:

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