

Admission to Primary School 2024/25

A Guide for Parents and Carers

Closing date for applications - 15th January 2024



Apply online - www.rotherham.gov.uk/schools



Apply by post - telephone 01709 823777 to request
an application form

Letter from the Strategic Director for Children and Young People's Services

Dear Parent(s)/Carer(s)

The education of children and young people is a key priority in Rotherham. We aim to give your child the best possible learning opportunities and work with you as partners in your child's learning.

Starting primary school is an important and exciting step in the life of any child, along what we hope will be the Lifelong Learning Road. I hope that this booklet will provide a clear explanation of the procedures to be followed at this important point in your child's life. It is important that, as a parent or carer, you are fully informed in the process so that your child can make a happy and successful start to, and continuation throughout their school life. The booklet summarises the Local Authority and school's policies on the allocation of primary school places. It also refers to some of the other policies which may affect your child, either immediately or at some time in the primary education phase.

This booklet should be helpful in answering questions about starting school and staff in Children and Young People's Services can also offer advice to you. In addition each primary school publishes its own booklet, you may find it helpful therefore to contact the Head Teacher of the school you prefer your child to attend to find out more about its organisation and curriculum.

Yours sincerely

Strategic Director, Children and Young People's Services

The information contained in this booklet was compiled in the period within one month of its publication. It has been made available at least six weeks before the national closing date for receipt of applications for the school year to which the information relates.

The information on the Local Authority policies and procedures and those of each Admission Authority referred to in this booklet are correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.

INTRODUCTION

This booklet gives full details on **how to apply for a primary* school place for your child**. You are encouraged to read and take account of the information and advice within this booklet **before** submitting your application.

Rotherham operates a co-ordinated scheme which will result in most children only receiving one offer of a place. The information particularly applies to all children born on or between 1st September 2019 and 31st August 2020 who should be starting Reception/foundation stage 2 at a primary school in September 2024.

If your child is moving to a Junior school in September 2024 you will be sent a separate letter in October 2024. The relevant information for parents of children transferring to Year 3 in a separate Junior School in September 2024 can be found in **Section 11** of this booklet.

If you wish your child to access nursery provision further information on which schools have a nursery/foundation unit can be found in Section 4. For help and advice on private providers and funding for nursery places please contact the Families Information Service on 0800 073 0230 or email fis@rotherham.gov.uk. The Admissions Policy for Local Authority (LA) Nurseries and Foundation Stage One Units can be found in **Section 10**.

Details of the action you must take

- 1
 - a) Apply online at www.rotherham.gov.uk/schools or alternatively
 - b) Request a paper application form from the Admissions Team and apply by post
 - c) Express **3** school preferences, this will increase your chances of gaining a preferred school. This is important because if you only express one preference and your child is not allocated a place there in the line with the oversubscription criteria, then the Local Authority will automatically allocate an alternative school place for your child elsewhere.
- 2 If you are applying for a place at any Church of England or Catholic School for your child, you must **also** complete the appropriate Supplementary Information Form (SIF). You should forward this, along with any further evidence requested by your preferred school(s) (e.g. baptismal certificate, proof of address). Failure to include this information may affect which admissions category your child is placed in for your preferred school(s).
- 3 Paper Common Application Forms must be returned to:
Admissions Team
Children and Young People's Services
Riverside House
Main Street
Rotherham S60 1AE
- 4 The National Closing date for receipt of applications is **15th January 2024**.
- 5 Places will be allocated based on your residential address on the closing date of **15th January 2024**. Therefore, you **MUST** notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g., utility bills, council tax bill, driving licence/documents). If you are asked to provide proof of your address and this is not received by the Admissions Team your original address will be used for allocation purposes.
- 6 On **16th April 2024** an email will be sent to you if you applied online, or a letter will be posted to your home address if you applied by post or did not request an email on your online application. This letter or email will notify you which school your child has been allocated.

*** for the purpose of this booklet all references to primary schools also includes infant schools and infant and junior schools.**

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SECTION 1 - TERMINOLOGY

Admission Appeal

If a parent is not offered a place for their child at a school which they named as a higher preference on their application form than the school allocated, then they have a legal right for their preference to be further considered by an independent appeal panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by the Admission Authority for a particular school in order to process applications for admission to that school. Admission arrangements will determine whether a child is eligible for admission to a school.

Admission Arrangements for each school must be published on the individual school website.

Admission Authority

Admission arrangements include the admissions criteria and will determine whether a child is eligible for admission to a school.

The Admission Authority responsible for determining the admissions arrangements for a school is as follows:

- for maintained schools this is the Local Authority (LA)
- for schools which are an Academy this is the Academy Trustees
- for a Church of England or Catholic School which is not an academy this is the Governing Body

Admission Criteria

The rules, which govern who should and should not be offered a place at an oversubscribed school. The Admissions Criteria is determined by the Admission Authority.

Admission Number

The number of children in any relevant age group intended to be admitted in any school year as determined by the Admission Authority.

Admission Round

The procedure, arrangements and timetable whereby parents have to submit their application, naming their preferred schools, in order to receive the single offer of a school place from the Local Authority on the National Offer Day.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a School Place

This is where the single offer of a place at a school is made, and therefore the child's name is placed on the list of admissions to that particular school.

Common Application Form

The term 'common application form' is used throughout this booklet to refer to the online application form or the paper common application form unless otherwise stated. This is the form on which parents/carers are required to express their school preferences and give reasons for those preferences. It is referred to as common because it allows parents to name schools administered by different admission authorities including schools outside of Rotherham.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

A full copy of the Co-ordinated Scheme for the Admission Arrangements for Primary Schools – 2024/25 is available to download from our website www.rotherham.gov.uk/schools or by contacting the Admissions Team on (01709) 823777.

Eligible for Admission

This is where a child can be offered a place at a school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

Foundation Stage/Nursery Units

Part of the Authority's Early Years Strategy providing a specific key learning/teaching stage for children aged 3 to 5. Nursery or Foundation Stage 1 caters for children aged 3 and 4 years on a part-time basis. Reception or Foundation Stage 2 caters for children aged 4 and 5 years on a full-time basis.

Please note: Admission to a nursery (foundation stage 1) **does not guarantee** a place in Reception (Foundation Stage 2) at the same school.

Parents of nursery age children **must** apply for a Reception place either online or by paper common application form as set out in this booklet.

Home Authority

The Local Authority within whose area a child resides.

Infant Class Size Legislation

The Regulations which give Admission Authorities the power to refuse admission once the admission number has been reached if that means teaching a class of more than 30 children in Key Stage 1.

Maintaining Authority

The Local Authority within whose area a school is situated and for which they are responsible.

National Closing Date

For Admission to Primary School in September 2024, the Government has deemed that the National Closing Date for receipt of applications will be 15th January 2024.

National Offer Day

The day each year in which an authority's single offer of a primary school place is communicated to parents within the co-ordinated scheme. For admission to primary school the National Offer Day is prescribed in Regulations as 16th April, except where this day falls on a Saturday, Sunday or Bank Holiday. In 2024 the offer day will be on 16th April 2024.

Net Capacity

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula, issued by the Department for Education, is used.

Notice of Appeal

The form to be completed by the parent and submitted to the Appeal Clerk to request an independent appeal. This is where the parent has applied for a place and has subsequently received **written confirmation** that their child has not been offered a place at one or more of their preferred schools due to oversubscription.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the published admission number.

Preference

Legislation requires that parent(s)/carer(s) must be able to indicate which schools they would prefer their child to attend and to give reasons for their preferences. ALL Admission Authorities will be operating an 'equal preference' system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking of the preference on the application. (See also Ranking).

Potential Offer of a School Place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Qualifying Measures

The measures that would need to be taken in order to comply with the duty to limit infant class sizes in Key Stage 1. These include the necessity to employ an additional teacher or build a new classroom at the school in order to maintain class sizes at 30 or below.

Ranking

The order in which parents list their three preferences on the Common Application Form to enable the Authority to determine the single offer of a school place.

Relevant Year Groups

The year group into which children are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant, J&I and Primary)	2024/25	01/09/2019 to 31/08/2020
Year 3 (Junior)	2024/25	01/09/2016 to 31/08/2017
Year 7 (Secondary)	2024/25	01/09/2012 to 31/08/2013

Single Offer of a School Place

The one offer of a place at a school which is made to a parent(s)/carer(s) from the potential offers available based on the ranking of the preference(s) expressed.

Supplementary Information Form

This is information that a Church of England or Catholic school/academy requires about a child's/family's religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Transfer (In-year)

The movement from one school to another which is outside of the initial admissions process for the relevant year groups above (those made after the 1st September in the year of entry) and for all other year groups. Commonly referred to as in-year school transfer requests.

SECTION 2 - WHAT ARE ROTHERHAM'S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in a co-ordinated procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents* and improves the admission processes that parents often find stressful. The aim is to produce an admissions system which is streamlined and reduces the number of application forms parents have to complete where they apply for more than one school.

We co-ordinate our admission arrangements with other Local Authorities (LAs).

Please be aware that other Local Authorities may have different admission arrangements to Rotherham therefore if you are including a school in another Local Authority area on your application, we strongly advise you to check this with the relevant authority. You should then make sure you submit your application, via Rotherham, by the national closing date. Failure to do so may mean your application is deemed as a late application by the other Local Authority which may affect your chances of obtaining a place at your preferred school.

Every parent of a child resident in Rotherham who has applied for a school place in any area by the 15th January 2024 will receive a single offer of a primary school place on the same day from their home Authority**.

Please note:

- * Reference to 'parents' also refers to carers/guardians who have parental responsibility for the child.
- ** All references to 'the Authority' relates to Rotherham Local Authority.

Key points are:

- A Common Application Form for all primary schools
- **ALL** applications for Rotherham residents should be returned to the Admissions Team including those which name a school in another Local Authority area.
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as a 1st or 2nd preference
- Places will be allocated based on your child's residential address **on 15th January 2024**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of **residence** (i.e., utility/council tax bill, tenancy agreement, driving licence, child benefit letter).

Parents who move address after 15th January 2024 should note the information above.

- You can apply on-line at **www.rotherham.gov.uk/schools** or you can request and complete a paper Common Application Form. The closing date for receipt of application is **15th January 2024**
- Parents to receive a single offer of a school place
- All offers of a school place to be made by the home authority on behalf of the relevant admission authority for the school.
- All offers of a school place to be sent to parents on the same day.

The admission arrangements follow a four-step process

- Step One** A parent expresses preferences for up to three primary schools and names these school in their order of preference on the application form
- Step Two** The admission criteria agreed by the relevant Admission Authority for each school named will determine whether or not a child is eligible for admission to that school
- Step Three** A child could be eligible for admission to more than one school. For each school where a child is eligible for admission, there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.
- Step Four** The parent of a child resident in Rotherham who has submitted an application by the closing date will receive a written offer of a school place from Rotherham Authority on **16th April 2024**.

This booklet contains information, which describes the process in more detail, and you are **strongly advised** to read the booklet **before** you apply for your three primary schools.

You may wish to refer to the **Terminology** in Section 1 to understand some parts of the admissions process which are explained in the rest of this booklet.

SECTION 3 - HOW THE ARRANGEMENTS WORK

You will only have to submit one Common Application Form in order to apply for a place at any three primary schools including Church of England and Catholic Schools, Academies within and/or outside of Rotherham. If you are a Rotherham resident your application must be made via Rotherham Local Authority.

You should apply on-line, or request and return the paper Common Application Form by post, by the national closing date of **15th January 2024**.

You will receive the outcome of your application on the national offer day of 16th April 2024 and you will be made a **single** offer of a school place via email or post depending on how you applied. Please be aware that in some cases this may not necessarily be at one of the three schools on your application if these are oversubscribed.

This is how the co-ordinated scheme works

- 1) You decide which three schools you would prefer your child to attend.
- 2) Having decided on your three schools you should state which is your first, second and third preference in your application, taking care to ensure that the schools are listed in your order of preference and that you have correctly named each school (please refer to the table in Section 4).

1 st preference school	School A
2 nd preference school	School B
3 rd preference school	School C

Please provide full details of your reasons for choosing each preferred school in the appropriate box.

- 3) The admission arrangements already agreed by the Admission Authority for your preferred schools will determine whether or not there is a place for your child at each of the three schools you have stated on your application. If there is a place available for your child at a school then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. If you have stated three schools on your application your child could be eligible for admission to none, one, two or three schools. **Section 5** explains how it is determined whether your child is eligible for admission at a primary school.
- 4) The outcome of your application will be one of the following eight possibilities:

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	N	N	P	P	P	N	N
2 nd	School B	P	P	N	P	N	N	P	N
3 rd	School C	P	P	P	N	P	N	N	N

Key

- P** Place available – your child is eligible for admission which creates a potential offer.
- N** School oversubscribed – your child is not eligible for admission in accordance with the admission criteria.

Each of the eight outcomes shows whether or not your child is eligible for admission at a school and what was the highest preference of school which could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.

- Outcome 2** Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be School B.
- Outcome 3** Your child is only eligible for admission to School C, therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4** Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5** Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6** Your child is only eligible for admission to your highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8** Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on your application, **a place will be allocated to your child at the catchment school, if places are available**, or the nearest school in Rotherham with places available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

Please note:

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form so it does not matter whether or not your child is eligible for a school named as a lower preference.

How will applications for other schools be considered?

Applications which name a Church of England or Catholic Primary School/Academy will be forwarded to the relevant school and the Governing Body will consider applications against their admissions criteria and arrangements to determine potential eligibility of a place at their school. They will then notify Rotherham Authority's Admissions Team of the admissions category for each applicant in order for the allocation process to be completed.

The Academy Trust is the admissions authority for any school which is an academy. The Local Authority Admissions Team will categorise applications on their behalf against the agreed admission arrangements and criteria for the most part, however specific cases may be referred back to the Academy for them to determine the criteria for individual cases based on the information provided.

The Local Authority will, on behalf of the Academy Trustees / Governing Bodies co-ordinate all applications for admission to Reception class in a primary school in 2024/25 and will make offers on behalf of the relevant admissions authority on the national offer day.

Where an application names a school in another Local Authority area, Rotherham Local Authority Admissions Team will forward applications via a secure system to the other Local Authority for consideration in accordance with the co-ordinated scheme for admissions.

SECTION 4 - INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand the different categories of schools which are available within the Rotherham area. All the primary schools in Rotherham are co-educational day schools. There is no selection for places on the basis of ability or aptitude.

Year Groups for the academic year group 2024/25

Year Group	Age Range			
Nursery (Foundation 1)	From 3 years			
Reception (Foundation 2)	01/09/19	to	31/08/20	4 – 5 years
Y1	01/09/18	to	31/08/19	5 – 6 years
Y2	01/09/17	to	31/08/18	6 – 7 years
Y3	01/09/16	to	31/08/17	7 – 8 years
Y4	01/09/15	to	31/08/16	8 – 9 years
Y5	01/09/14	to	31/08/15	9 – 10 years
Y6	01/09/13	to	31/08/14	10 – 11 years

Primary School Types

Nursery	Schools which cater for children aged 3 – 4 years.
Infant	Schools which cater for infant age children either 4 – 7 years or 3–7 years if the school has a Nursery/Foundation Unit. Children who attend an infant school normally go on to the associated junior school (see Section 11).
Junior	Schools which cater for children aged 7 – 11 years.
Junior & Infant or Primary	Schools which cater for children either 4 – 11 years or 3 – 11 years if the school has a Nursery/Foundation Unit.

From 1st September 2024 this Authority will have 96 schools of which 77 are Infant & Junior or primary schools, 10 are Infant schools and 9 are Junior schools. This Authority also has Nursery Schools at Aughton, Rawmarsh and The Arnold Centre.

At the time of publication of this booklet some of the Local Authority's Maintained primary schools have converted to, or are in the process of converting to, Academy status.

Community (Maintained) Primary Schools and Academies

Date of Admission to Community Schools and Academies

The law does not require children to be admitted to school until the beginning of the term following their fifth birthday (compulsory school age). However, the policy in Rotherham is to admit all children to school at the beginning of the Autumn Term prior to their fifth birthday. However please refer to information on delayed and deferred admission below.

Community (maintained)	This is a state school administered and financed by the Local Authority. The Local Authority is the Admissions Authority for Community (maintained) Schools.
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Academies	<p>An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by schools and may have sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school.</p> <p>The relevant Academy Trust is the Admissions Authority and are therefore responsible for determining the admission arrangements and criteria for their school(s). The Local Authority will however make the offer of a place on behalf of the Academy Trust in the normal admission round.</p>
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Date of Admission to Church of England and Catholic Primary Schools and Academies

Church of England and Catholic Primary Schools may have different points of admission and dates of entry to those at Community Schools or Academies. Please contact the individual schools for further details of their dates of admission.

Church of England and Catholic Primary Schools	<p>This is a school established by a voluntary organisation and jointly maintained with the Local Authority. In Rotherham the voluntary organisations involved are the Catholic Church and the Church of England.</p> <p>Admission into the school is the responsibility of the Academy Trust where the school is an Academy or the school governing body if it is a voluntary aided school. In all cases Rotherham Local Authority will make the offer of a place on behalf of the Admission Authority.</p> <p>Most of Rotherham's Church of England and Catholic Primary Schools are now Academies.</p>
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DEFERRED AND DELAYED ENTRY TO PRIMARY SCHOOL

Deferred Entry to Primary School within the normal year of admission

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

Rotherham Authority will make an offer of a school place for admission in the September following a child's fourth birthday. Parents/carers may request that their child's entry be deferred until later in the same school year and the place is held for that child and is not available to be offered to another child.

Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

Parents/carers can defer the date their child is admitted to the school until later in the school year but **not** beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1. If your child was born on or between 1st April and 31st August and you are considering not enrolling your child in a school until they are in Year 1 then you are strongly advised to contact the School Admissions Team for further guidance.

If you wish to defer your child's admission or take up the place on a part-time basis you are advised to contact the Head Teacher of the school allocated to discuss your reasons for this in the first instance. You should then notify the Admissions Team **in writing** of your intentions by emailing: **admissions.enquiries@rotherham.gov.uk**

Admission of children outside their normal age group (delayed admission)

It is generally considered better for children to stay within their peer group. The year group in which a child is taught has implications for a child's social as well as educational development. However parents may, **in exceptional circumstances**, seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

Before deciding to apply for your child to be educated outside of their normal year of admission you should first contact the school(s) you are interested in applying for to discuss your reasons and/or any concerns you have. If, having spoken to the Head Teacher(s) of your preferred school(s), you decide to proceed with your request, you should submit this in writing to the Admissions Team, with full supporting reasons for your request. **This request must be submitted, along with your application form stating your preferred school(s), by the closing date for receipt of applications for the normal year of admission.**

Upon receipt of your written request the Authority will seek and take into account the views of the Head Teacher(s) of the preferred school(s) as it is the Head Teacher's decision in which year group a child should be educated once admitted. Therefore, you should be aware that not all of your preferred schools may be in agreement with your request as one admission authority cannot be required to honour a decision made by another admissions authority. Therefore you may need to decide whether your preference for a particular school outweighs your wish to defer your child's admission until the following year.

Admission Authorities will make a decision based on the circumstances of each case and in the best interests of the child, taking into account the views of the Head Teacher, including the Head Teacher's responsibility for the internal organisation, management and control of the school. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of any relevant professional(s); and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where the Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group, the application submitted for the normal year of admission will be withdrawn and disregarded and as such, an offer of a school place for the normal year of admission will not be made. Instead, the parent(s) will be invited to apply for a place in the admissions round for the following year but should be aware that normal admissions procedures and criteria will apply and there is no guarantee that a place will be offered at the requested school(s) just because the request to be educated out of year group has been approved. The application for a school place(s) will be considered in accordance with the oversubscription criteria along with all other applications received for the preferred school(s).

Please note - If you subsequently change your mind about which schools you wish to apply for, please be aware that consultation must take place with your new preferred school(s) as the Head Teacher may not support your request for your child's admission outside their usual year group.

Parents may wish to consider deferred or part-time entry within the normal year of admission as an alternative option (please see [Deferred Entry](#) above).

Moving on to Junior and Secondary School - Where a child has been educated out of their normal age group, their parent will again need to request admission out of the normal age group when their child reaches the age where they would normally be transferring to junior or secondary school. Requests will be re-considered by the relevant Admissions Authority to decide whether to continue educating the child out of their normal age group. A decision will be made on the basis of the circumstances of each case and in the child's best interests, and will bear in mind the age group the child has been educated in up to that point.

Appeals - Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

Early Admission to Primary School

On very rare occasions a parent may wish to request that their child is admitted to primary school early. It is important to note that early admission will only be considered for a **maximum of one term early** and will only be granted in **very exceptional circumstances**. In such cases an application must be made in writing to Children and Young People's Services, giving full details. Consideration of the request will be required by the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. A report or advice from an Educational Psychologist may be required along with information from the Head Teacher/Manager of the child's nursery school/setting. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to submit an application for entry into any school within the usual cycle for admissions for the particular year.

It should be noted that all early education providers (e.g. pre-schools, day nurseries, children's centres and some child minders) that receive funding to deliver early education to 3 and 4 year olds are required to plan activities and experiences within the Early Years Foundation Stage framework that will enable children to work towards the Early Learning Goals. Each early education provider has an Outreach Teacher who visits the nursery to ensure the curriculum is being delivered appropriately. Although the majority of children attend a school nursery for their foundation stage 1 year, it is possible for children to remain with their preschool/ day nursery provider until starting full-time school. Both schools and private/voluntary early education providers deliver the same Early Years Foundation Stage framework. If you feel your child's needs are not being met please speak to the Nursery Teacher/Manager to discuss your concerns. If you have any further queries please contact the Early Years Adviser on (01709) 823549.

Nursery and Foundation Units

Foundation Units have been established in some primary schools. Where this has taken place the present nursery stage of education may be referred to as Foundation Stage 1 (FS1) and the present Reception stage of education may be referred to as Foundation Stage 2 (FS2). If a school does not have a Foundation Unit the relevant age groups will still be referred to as Nursery and Reception. Please see the list of schools later in this section for details of which schools have nursery (FS1) provision.

Please note: Admission to a nursery (FS1) class **is not** a guarantee of a place in the Reception (FS2) class at the same school and priority is not usually given in the admissions criteria to children already attending the nursery school.

Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each primary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the primary schools in Rotherham together with additional information on school size and type etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is **www.education.gov.uk** and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from **www.ofsted.gov.uk**

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Council's Home to School Transport Policy can be accessed at

[A Guide to School Transport and Travel – Rotherham Metropolitan Borough Council](#)

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on your application.

1 School Prospectus

All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children and the monitoring of progress for children.
- arrangements for children who are Looked After
- arrangements for children with special educational needs
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance
- home/school arrangements
- child protection
- the school behaviour policy

You should contact the relevant school to obtain a copy free of charge.

2 Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents' evening. Please be aware that visiting a school or putting your child's name down at a school is not in itself an application for a place. You **must** submit an application naming your preferred school(s) by the closing date of 15th January 2024.

You may wish to consider asking the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?
- How does the school recognise and reward achievement?
- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school's dress code?

You may wish to consider these points when you have visited a school:

- Were you given a friendly welcome from staff and children?
- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did children have unlimited access to books and materials?

- Were there well-presented displays of children's work throughout the school?
- Were the children active and happy?

3 Catchment Areas

When considering which schools to include on your application you may wish to know in which school's catchment area your home address lies. Your home address will usually only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Officer on (01709) 254831 or via our website:

RMBC Mapping (rotherham.gov.uk)

There is a small number of streets which may fall into the catchment area of two schools as a shared area. You may request a copy of a map showing the catchment area of a particular school(s) by telephoning (01709) 254831.

You are strongly advised to confirm this information direct from the School Organisation Officer or from the website and not from any other source.

Certain schools do not have catchment areas. These are mainly the schools with religious affiliations. The areas which these schools serve do not coincide with those of LA community (maintained) schools and Academies. The areas are defined by the Church Authorities and they may act as neighbourhood schools.

4 Considering your preferred schools

When deciding and naming your preferences on your application you should take into account whether your child has a reasonable chance of being offered a place at the schools named i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year*
- the number of places allocated in each admission criteria*

*Further information regarding the allocation of places last year can be found in pages 34-35 of this booklet.

5 Special Educational Needs and Education Health and Care Plans

Most children can cope well in their primary school and some children will be given help by the inclusion support services within and available to their school. The Educational Psychology Service can give other support and advice to schools and parents/carers. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject of an Education Health and Care Plan (EHCP) s/he, will have an Annual Review of their Special Educational Needs during the academic year 2023/24 (most likely within the autumn term 2023). The review will take into account your views and may make any one of the following recommendations:

- that your child may continue to require an EHC Plan following transfer to a primary school;
- that your child's special educational needs can be met by a primary school within its own resources and with help from commonly available support services (at SEN Support stage of the graduated response). Such an outcome may result in a decision that your child's EHC Plan can be ceased;
- that your child's needs would be most appropriately met in a specialist provision such as a special school or specialist unit, and not in a mainstream primary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and decisions.

You will be notified as soon as possible of the Local Authority's recommendation arising from the Annual Review and of your right to appeal to an Independent Tribunal if you wish to do so.

- If your child **has or will** continue to have an EHC Plan please contact your assessment co-ordinator to express your preference of primary school as part of the annual review process.
- If your child **does not or will not** have an EHC plan, then you must apply via the Authority's School Admissions Team naming your preferred primary school by the closing date for receipt of applications.

If you have any concerns about Special Educational Needs, EHC Plans, you should discuss this with your child's school/education setting. If you have any concerns about Assessments of Special Educational Needs, you can contact the Education, Health and Care Planning Team – via email on **assent@rotherham.gov.uk** or by phone (01709) 823660 (please note that email is the preferred way of contacting the team).

You may also wish to contact the Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) on (01709) 823627.

Copies of the booklet "Special Educational Needs - A Guide for Parents/Carers" are also available from **SEND: guide for parents and carers - GOV.UK (www.gov.uk)**

6 The Role of the Head Teacher in School Admissions

Head Teachers have no individual role in school admissions. Where a school is an academy, the Academy Trust is the admission authority and the admission arrangements agreed by the Academy Trust and governing body will determine whether a place can potentially be offered to a child. Rotherham Local Authority acting on behalf of the Academy Trustees will make the offer of a school place.

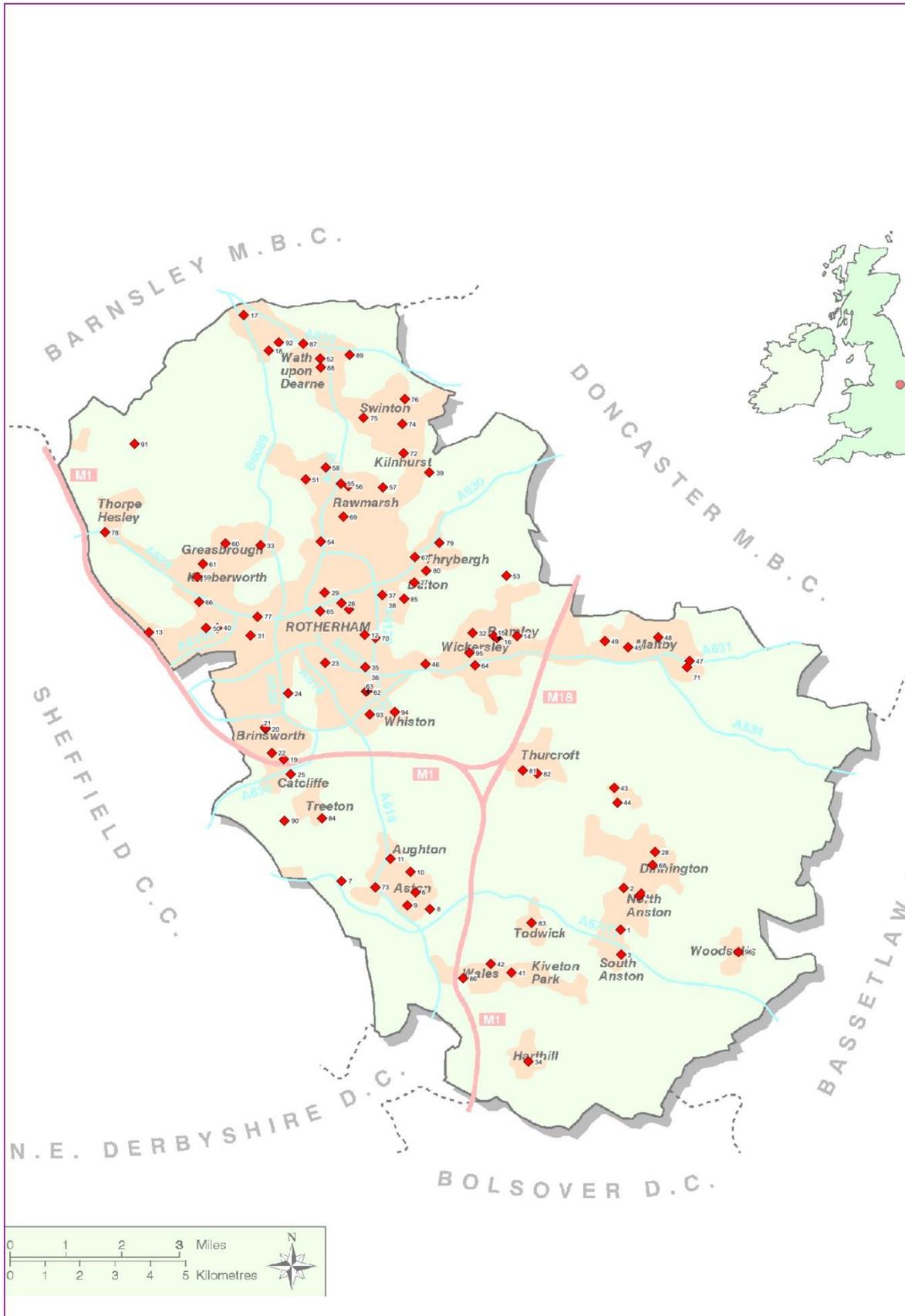
7 Role of the Local Admissions Forum

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

8 Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.

ROTHERHAM AREA MAP



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Rotherham
 Metropolitan
 Borough Council

05/08/2019

gis@rotherham.gov.uk (01709) 823364
 Rotherham Metropolitan Borough Council
 Corporate ICT
 Riverside House
 Main Street
 Rotherham
 S60 1AE

ROTHERHAM AREA MAP

Location of Primary Schools and Academies

ID	SCHOOL	ID	SCHOOL
1	Anston Brook Primary	49	Maltby Redwood Academy
2	Anston Greenlands Primary	50	Meadow View Primary
3	Anston Hillcrest Primary	51	Monkwood Primary Academy
4	Anston Park Infant	52	Our Lady & St. Joseph's Catholic Primary
5	Anston Park Junior	53	Ravenfield Primary Academy
6	Aston All Saints CE Primary	54	Rawmarsh Ashwood Academy
7	Aston Fence Junior & Infant	55	Rawmarsh Rosehill Junior
8	Aston Hall Junior & Infant	56	Rawmarsh Ryecroft Infant
9	Aston Lodge Primary	57	Sandhill Primary Academy
10	Springwood Junior Academy (Aston)	58	Rawmarsh Thorogate Junior & Infant
11	Aughton Junior Academy	59	Redscope Primary
12	Badsley Primary	60	Rockingham Junior & Infant School
13	Blackburn Primary	61	Roughwood Primary
14	Bramley Grange Primary	62	Sitwell Infant
15	Bramley Sunnyside Infant	63	Sitwell Junior
16	Bramley Sunnyside Junior	64	St Alban's CE Primary, Wickersley
17	Brampton Cortonwood Infant	65	St Ann's Primary
18	Brampton The Ellis CE Primary	66	St Bede's Catholic Primary
19	Brinsworth Howarth Primary	67	St Gerard's Catholic Primary
20	Brinsworth Manor Infant	68	St Joseph's Catholic Primary (Dinnington)
21	Brinsworth Manor Junior	69	St Joseph's Catholic Primary (Rawmarsh)
23	Brinsworth Whitehill Primary	70	St Mary's Catholic Primary (Herringthorpe),
23	Broom Valley Community School	71	St Mary's Catholic Primary (Maltby)
24	Canklow Woods Primary	72	St Thomas CE Primary (Kilnhurst)
25	Catcliffe Primary School	73	Swallownest Primary
26	Coleridge Primary	74	Brookfield Primary Academy (Swinton)
27	Foljambe Primary School (Dalton)	75	Swinton Fitzwilliam Primary
28	Dinnington Community Primary	76	Swinton Queen Primary
29	Eastwood Village Primary School	77	Thornhill Primary
30	East Dene Primary	78	Thorpe Hesley Primary
31	Ferham Primary	79	Thrybergh Fullerton CE Primary Academy
32	Flanderwell Primary	80	Thrybergh Primary School
33	Greasbrough Primary School	81	Thurcroft Infant
34	Harthill Primary	82	Thurcroft Junior Academy
35	Herringthorpe Infant School	83	Todwick Junior & Infant
36	Herringthorpe Junior School	84	Treeton CE Primary
37	High Greave Infant	85	Trinity Croft CE Primary
38	High Greave Junior	86	Wales Primary
39	Kilnhurst Primary	87	Wath CE Primary
40	Kimberworth Community Primary	88	Wath Central Primary
41	Kiveton Park Infant	89	Wath Victoria Primary
42	Kiveton Park Meadows Junior	90	Waverley Junior Academy
43	Laughton All Saints CE Primary	91	Wentworth CE Junior & Infant
44	Laughton Junior & Infant	92	Highfield Farm Primary School (West Melton)
45	Maltby Lilly Hall Academy	93	Whiston Junior & Infant
46	Listerdale Junior Academy	94	Whiston Worrygoose Junior & Infant
47	Maltby Craggs Community School	95	Wickersley Northfield Academy
48	Maltby Manor Academy	96	Woodsetts Primary

List of Primary Schools in Rotherham

A Community Schools and Academies

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
ANSTON BROOK PRIMARY Ryton Road North Anston Sheffield S25 4DN Tel: (01909) 550599 enquiries@abp.wvpat.org www.anstonbrook.co.uk	165	30	26	26	Academy Trust
ANSTON GREENLANDS PRIMARY Edinburgh Drive North Anston Sheffield S25 4HD Tel: (01909) 550557 office@greenlandsprimary.org www.anstongreenlands.org	214	30	-	-	Academy Trust
ANSTON HILLCREST PRIMARY Hawthorne Avenue South Anston Sheffield S25 5GR Tel: (01909) 550023 school@anstonhillcrest.org www.anstonhillcrestprimary.co.uk	217	30	30	20	Academy Trust
ANSTON PARK INFANT Park Avenue North Anston Sheffield S25 2QZ Tel: (01909) 550011 enquiries@api.wvpat.org www.anstonparkinfant.co.uk	151	60	-	-	Academy Trust
ANSTON PARK JUNIOR Park Avenue off Nursery Road North Anston Sheffield S25 2QZ Tel: (01909) 550779 enquiries@anstonparkjuniors.co.uk www.anstonpark-jun.rotherham.sch.uk	225	75	-	-	Rotherham Local Authority
THE ARNOLD CENTRE Goldsmith Road Herringthorpe Rotherham S65 2LY Tel: (01709) 828983 arnold.centre@rotherham.school www.thearnoldcentre.co.uk	-	-	78	78	Rotherham Local Authority
ASTON FENCE JUNIOR & INFANT Sheffield Road Woodhouse Mill Sheffield S13 9ZD Tel: (0114) 2692688 office@astonfence.org www.astonfence.wixsite.com	210	30	-	-	Rotherham Local Authority

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
ASTON HALL JUNIOR & INFANT Church Lane Aston Sheffield S26 2AX Tel: (0114) 2879811 office@astonhallschool.org www.astonhallschool.co.uk	308	45	-	-	Academy Trust
ASTON LODGE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872432 office@astonlodgeprimary.org www.astonlodgeprimary.org	154	30	30	30	Academy Trust
SPRINGWOOD JUNIOR ACADEMY Aughton Lane Aston Sheffield S26 2AL Tel: (0114) 2872597 info@springwoodacademy.org www.springwoodacademy.org	190	30	30	30	Academy Trust
AUGHTON EARLY YEARS CENTRE Main Street Aughton Sheffield S26 3XH Tel: (0114) 2872530 centre@aughtoneyc.org www.aughtoneyc.rotherham.sch.uk	-	-	52	52	Rotherham Local Authority
AUGHTON JUNIOR ACADEMY Turnshaw Avenue Aughton Sheffield S26 3XQ Tel: (0114) 2873091 info@aughtonacademy.org www.aughtonacademy.org	162	30	-	-	Academy Trust
BADSLEY PRIMARY Badsley Moor Lane Rotherham S65 2QS Tel: (01709) 828665 school@badsleyprimary.org www.badsleyprimary.org	565	90	-	-	Rotherham Local Authority
BLACKBURN PRIMARY Baring Road Blackburn Rotherham S61 2BU Tel: (01709) 740412 office@blackburnprimary.org www.blackburnprimaryschool.org.uk	182	30	26	26	Rotherham Local Authority
BRAMLEY GRANGE PRIMARY Howard Road Bramley Rotherham S66 2SY Tel: (01709) 543664 reception@bramleygrangeprimary.co.uk www.bramleygrangeprimaryschool.co.uk	214	45	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
BRAMLEY SUNNYSIDE INFANT Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 543061 enquiries@bsi.school www.bramleysunnysideinfant.co.uk	226	75	39	39	Rotherham Local Authority
BRAMLEY SUNNYSIDE JUNIOR Flanderwell Lane Sunnyside Rotherham S66 3QW Tel: (01709) 542331 contact@bsjs.co.uk www.bsjs.co.uk	319	90	-	-	Rotherham Local Authority
BRAMPTON CORTONWOOD INFANT Chapel Avenue Brampton Bierlow Barnsley S73 0XH Tel: (01236) 340044 school@bc.jmat.org.uk www.bramptoncortonwoodinfants.co.uk	104	50	24	24	Academy Trust
BRINSWORTH HOWARTH PRIMARY Whitehill Lane Brinsworth Rotherham S60 5JR Tel: (01709) 828613 school@howarth.jmat.org.uk www.brinsworthhowarth.co.uk	187	30	15	0	Academy Trust
BRINSWORTH MANOR INFANT Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828187 office@brinsworthmanorinfants.co.uk www.brinsworthmanorinfants.co.uk	188	80	39	39	Rotherham Local Authority
BRINSWORTH MANOR JUNIOR Brinsworth Lane Brinsworth Rotherham S60 5BX Tel: (01709) 828505 enquiries@bmj.wwpat.org www.bmaj.rotherham.sch.uk	245	80	-	-	Academy Trust
BRINSWORTH WHITEHILL PRIMARY Howlett Drive Brinsworth Rotherham S60 5HT Tel: (01709) 828242 office@brinsworthwhitehill.org www.brinsworthwhitehill.org	246	45	40	40	Academy Trust
BROOKFIELD JUNIOR ACADEMY Lime Grove Swinton Mexborough S64 8TQ Tel: (01709) 570727 info@brookfieldjunioracademy.org www.brookfieldjunioracademy.org	226	45	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
BROOM VALLEY COMMUNITY SCHOOL Broom Valley Road Rotherham S60 2QU Tel: (01709) 828636 office@bvcs.org.uk www.broomvalleycommunityschool.co.uk	374	60	26	26	Rotherham Local Authority
CANKLOW WOODS PRIMARY Wood Lane Canklow Rotherham S60 2XJ Tel: (01709) 828405 enquiries@cwpat.org www.canklowwoods.rotherham.sch.uk	208	30	14	14	Academy Trust
CATCLIFFE PRIMARY SCHOOL Rotherham Road Catcliffe Rotherham S60 5SW Tel: (01709) 828598 catcliffe@learnerstrust.org www.thelearnerstrust.org/catcliffe-primary	136	30	20	20	Academy Trust
COLERIDGE PRIMARY Coleridge Road Eastwood Rotherham S65 1LW Tel: (01709) 828988 enquiries@coleridgeprimary.org www.coleridgeprimary.org	204	30	15	15	Academy Trust
DINNINGTON COMMUNITY PRIMARY School Street Dinnington Sheffield S25 2RE Tel: (01909) 550034 enquiries@dcp.wvpat.org www.dcpschool.co.uk	172	30	30	30	Academy Trust
EAST DENE PRIMARY Doncaster Road East Dene Rotherham S65 2DF Tel: (01709) 512302 enquiries@eastdene.org www.eastdene.org	298	45	15	15	Academy Trust
EASTWOOD VILLAGE PRIMARY SCHOOL Eldon Road Rotherham S65 1RD Tel: 01709 374425 enquiries@eastwoodvillageprimary.org www.eastwoodvillageprimary.org	162	30	15	15	Academy Trust
FERHAM PRIMARY Ferham Road Rotherham S61 1AP Tel: (01709) 740962 school@fep.jmat.org.uk www.ferhamprimary.org.uk	210	30	39		Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
FLANDERWELL PRIMARY Greenfield Court Flanderwell Rotherham S66 2JF Tel: (01709) 546771 flanderwell@flp.dsat.education www.flanderwell.co.uk	351	60	33	33	Academy Trust
GREASBROUGH PRIMARY SCHOOL Munsbrough Rise Greasbrough Rotherham S61 4RB Tel: (01709) 740751 greasbrough@willowtreeacademy.org www.greasbroughprimary.com	217	45	25	25	Academy Trust
HARTHILL PRIMARY Union Street, Harthill Sheffield S26 7YH Tel: (01909) 770291 school@harthill.jmat.org.uk www.harthillprimary.co.uk	161	30	-	-	Academy Trust
HERRINGTHORPE INFANT SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828959 office@herringthorpeinfantschool.co.uk www.herringthorpeinfantschool.co.uk	255	90	23	23	Rotherham Local Authority
HERRINGTHORPE JUNIOR SCHOOL Chatterton Drive Herringthorpe Rotherham S65 2JW Tel: (01709) 828168 herringthorpe@willowtreeacademy.org www.herringthorpejuniors.com	362	90	-	-	Academy Trust
HIGH GREAVE INFANT High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850201 hginfants@learnerstrust.org www.highgreaveschools.co.uk	100	60	26	26	Academy Trust
HIGH GREAVE JUNIOR High Greave Road East Herringthorpe Rotherham S65 3LZ Tel: (01709) 850566 hjuniors@learnerstrust.org www.highgreaveschools.co.uk	171	60	-	-	Academy Trust
KILNHURST PRIMARY Hooton Road, Kilnhurst Mexborough S64 5TA Tel: (01709) 570590 enquiries@kps.wwwpat.org www.kilnhurstprimary.org	160	30	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
KIMBERWORTH COMMUNITY PRIMARY Kimberworth Road Kimberworth Rotherham S61 1HE Tel: (01709) 740879 Nursery: (01709) 740879 office@kcps.org.uk www.kimberworthprimary.org.uk	209	30	35	35	Rotherham Local Authority
KIVETON PARK INFANT Station Road Kiveton Park Sheffield S26 6QP Tel: (01909) 770303 school@kpi.jmat.org.uk www.kivetonparkinfants.co.uk	132	45	39	39	Academy Trust
KIVETON PARK MEADOWS JUNIOR Storth Lane Kiveton Park Sheffield S26 5QT Tel: (01909) 771207 school@kpmj.jmat.org.uk www.kivetonparkmeadowsjuniors.co.uk	184	59	-	-	Academy Trust
LAUGHTON JUNIOR & INFANT School Road Laughton Sheffield S25 1YP Tel: (01909) 550477 School@lji.jmat.org.uk www.laughtonjuniorinfantschool.co.uk	205	30	26	26	Academy Trust
LISTERDALE JUNIOR ACADEMY Beech Avenue Brecks Rotherham S65 3HN Tel: (01709) 543719 info@listerdaleacademy.org www.listerdaleacademy.org	333	60	26	26	Academy Trust
MALTBY CRAGS COMMUNITY SCHOOL Strauss Crescent Maltby Rotherham S66 7QJ Tel: (01709) 812729 crag@nexusmat.org www.crag-community-school.org.uk	362	45	30	30	Academy Trust
MALTBY LILLY HALL ACADEMY Cliff Hill Maltby Rotherham S66 8AU Tel: (01709) 812148 info@maltbylillyhallacademy.com www.maltbylillyhallacademy.com	382	60	30	30	Academy Trust
MALTBY MANOR ACADEMY Davy Drive Maltby Rotherham S66 8JN Tel: (01709) 813300 info@maltbymanoracademy.com www.maltbymanoracademy.com	367	60	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
MALTBY REDWOOD ACADEMY Redwood Drive Maltby Rotherham S66 8DL Tel: (01709) 812848 info@maltbyredwood.com www.maltbyredwood.com	183	30	26	26	Academy Trust
MEADOW VIEW PRIMARY Meadowhall Road Kimberworth Rotherham S61 2JD Tel: (01709) 740500 school@mvp.jmat.org.uk www.meadowviewprimary.co.uk	178	40	36	36	Academy Trust
MONKWOOD PRIMARY ACADEMY Monkwood Road Rawmarsh Rotherham S62 7JD Tel: (01709) 710367 office@monkwoodprimary.org www.monkwoodprimary.org.uk	413	60	45	45	Academy Trust
RAVENFIELD PRIMARY ACADEMY Moor Lane North Ravenfield Rotherham S65 4LZ Tel: (01709) 542678 info@ravenfieldprimaryacademy.com www.ravenfieldprimaryacademy.com	173	30	26	26	Academy Trust
RAWMARSH CHILDREN'S CENTRE Barbers Crescent Rawmarsh Rotherham S62 6AD Tel: (01709) 336868 rawmarsh@ransf.school www.rawmarshchildrenscentre.co.uk	-	-	65	65	Rotherham Local Authority
RAWMARSH ASHWOOD ACADEMY Ashwood Road Parkgate Rotherham S62 6HT Tel: (01709) 710847 office@ashwoodprimary.org www.ashwoodprimary.org	175	30	15	15	Academy Trust
RAWMARSH RYECROFT INFANT South Street Rawmarsh Rotherham S62 5QW Tel: (01709) 710599 admin@ryecroftinfant.co.uk www.rawmarshryecroftinfantschool.co.uk	133	60	-	-	Rotherham Local Authority
RAWMARSH ROSEHILL JUNIOR Kilnhurst Road Rawmarsh Rotherham S62 5QH Tel: (01709) 710574 info@rosehill.org.uk www.rosehilljuniorschool.co.uk	229	60	-	-	Rotherham Local Authority

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
RAWMARSH THOROGATE JUNIOR & INFANT Thorogate, Rawmarsh Rotherham S62 7HS Tel: (01709) 710033 office@thorogateschool.co.uk www.thorogateschool.co.uk	210	30	-	-	Rotherham Local Authority
REDScope PRIMARY Kimberworth Park Road Kimberworth Park Rotherham S61 3JT Tel: (01709) 740350 Enquiries@redscopeprimaryschool.co.uk www.redscopeprimaryschool.co.uk	361	60	26	26	Academy Trust
ROCKINGHAM JUNIOR & INFANT SCHOOL Roughwood Road Wingfield Estate Rotherham S61 4HY Tel: (01709) 740266 rockingham@willowtreeacademy.org www.rockinghamjr.co.uk	263	50	29	29	Academy Trust
ROUGHWOOD PRIMARY Roughwood Road Kimberworth Park Rotherham S61 3HL Tel: (01709) 740254 roughwood@willowtreeacademy.org www.roughwoodprimary.org	219	50	26	26	Academy Trust
RAWMARSH SANDHILL PRIMARY Kilnhurst Road Rawmarsh Rotherham S62 5LH Tel: (01709) 710875 contactus@rawmarshsandhill.org www.rawmarshsandhill.org	205	45	26	26	Academy Trust
ST ANN'S PRIMARY St Leonard's Road Eastwood Rotherham S65 1PD Tel: (01709) 828298 enquiries@saji.jmat.org.uk www.stannsrotherham.co.uk	362	60	30	0	Academy Trust
ST THOMAS CE PRIMARY Meadow View Road Kilnhurst Mexborough S64 5UA Tel: (01709) 570297 enquiries@stp.dsat.education www.stthomas-kilnhurst.co.uk	211	30	32	32	Academy Trust
SITWELL INFANT Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531855 office@sitwellinfantschool.co.uk www.sitwellinfantschool.co.uk	219	75	-	-	Rotherham Local Authority

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
SITWELL JUNIOR Grange Road Grange Estate Rotherham S60 3LA Tel: (01709) 531867 info@sitwelljunior.uk www.sitwelljuniorschool.co.uk	308	76	-	-	Academy Trust
SWALLOWNEST PRIMARY Rotherham Road Swallownest Sheffield S26 4UR Tel: (0114) 2872484 enquiries@swn.dsat.education www.swallownestprimary.org.uk	196	30	30	30	Academy Trust
SWINTON FITZWILLIAM PRIMARY Broadway Swinton Mexborough S64 8HF Tel: (01709) 874418 enquiries@sfp.wvpat.org www.swinton-fitzwilliam.org	302	45	26	26	Academy Trust
SWINTON QUEEN PRIMARY Queen Street Swinton Mexborough S64 8NE Tel: (01709) 570438 enquiries@sqp.wvpat.org www.swintonqueenprimary.org.uk	318	45	26	26	Academy Trust
THORNHILL PRIMARY Clough Bank Masbrough Rotherham S61 1TD Tel: (01709) 335999 thornhilloffice@thps.org.uk http://www.thornhillprimary.org.uk	301	45	17	17	Rotherham Local Authority
THORPE HESLEY PRIMARY Upper Wortley Road Thorpe Hesley Rotherham S61 2PL Tel: (0114) 2570153 office@thorpehesleyprimary.rotherham.sch.uk www.thorpehesleyprimary.rotherham.sch.uk	487	70	65	65	Academy Trust
FOLJAMBE PRIMARY Foljambe Drive Dalton Rotherham S65 4HQ Tel: (01709) 850569 office@foljambepprimary.co.uk www.foljambepprimary.co.uk	57	30	29	29	Academy Trust
THRYBERGH PRIMARY SCHOOL Oldgate Lane Thrybergh Rotherham S65 4JG Tel: (01709) 850732 office@thryberghprimary.org www.thryberghprimary.org	141	30	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
THURCROFT INFANT Locksley Drive Thurcroft Rotherham S66 9NT Tel: (01709) 542538 school@thurcroftinfant.co.uk www.thurcroftinfant.co.uk	227	75	39	39	Academy Trust
THURCROFT JUNIOR ACADEMY Green Arbour Road Thurcroft Rotherham S66 9DD Tel: (01709) 543194 info@thurcroftacademy.org www.thurcroftacademy.org	250	70	26	26	Academy Trust
TODWICK JUNIOR & INFANT Kiveton Lane Todwick Sheffield S26 1HJ Tel: (01909) 771138 todwickprimary@todwickps.org http://www.todwickps.org	210	30	-	-	Rotherham Local Authority
WALES PRIMARY School Road Wales Sheffield S26 5QG Tel: (01909) 770236 school@walesprimary.co.uk www.walesprimary.co.uk	211	30	-	-	Rotherham Local Authority
WATH CENTRAL PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760345 school@wcp.jmat.org.uk www.wathcentral.co.uk	371	60	26	26	Academy Trust
WATH VICTORIA PRIMARY Sandymount Road Wath upon Dearne Rotherham S63 7AD Tel: (01709) 760103 school@wv.jmat.org.uk www.wathvictoriaprimarary.co.uk	264	45	34	34	Academy Trust
WAVERLEY JUNIOR ACADEMY Waverley Walk Waverley Rotherham S60 8DD info@waverleyjunioracademy.org www.waverleyjunioracademy.org	430	60	60	60	Academy Trust
WENTWORTH CE JUNIOR & INFANT Churchfield Lane Wentworth Rotherham S62 7TX Tel: (01236) 350246 enquiries@wce.wwp.at.org wentworthcofe.co.uk	108	16	-	-	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
HIGHFIELD FARM PRIMARY Stokewell Road West Melton Rotherham S63 6NF Tel: (01709) 760538 office@hfp.jmat.org.uk www.westmeltonprimary.co.uk	80	30	15	15	Academy Trust
WHISTON JUNIOR & INFANT Saville Road Whiston Rotherham S60 4DX Tel: (01709) 828189 enquiries@wji.wwpat.org www.whistonjunior-infant.co.uk	197	30	-	-	Academy Trust
WHISTON WORRYGOOSE JUNIOR & INFANT Hall Close Avenue Whiston Rotherham S60 4AG Tel: (01709) 541878 enquiries@wwg.wwpat.org www.whistonworrygoose.com	213	30	30	30	Academy Trust
WICKERSLEY NORTHFIELD ACADEMY Northfield Lane Wickersley Rotherham S66 2HL Tel: (01709) 543704 enquiries@wnp.wwpat.org www.wickersleynorthfieldprimary.co.uk	416	60	26	26	Academy Trust
WOODSETTS PRIMARY Wellfield Crescent Woodsetts Worksop S81 8SB Tel: (01909) 550758 enquiries@wps.wwpat.org www.woodsettsprimary.co.uk	190	30	26	26	Academy Trust

B Church of England Schools and Academies

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
ASTON ALL SAINTS CE PRIMARY Lodge Lane Aston Sheffield S26 2BL Tel: (0114) 2872100 enquiries@aasp.dsat.education www.astoncofe.co.uk	193	30			Academy Trust
BRAMPTON THE ELLIS CE PRIMARY Brampton Road West Melton Rotherham S63 6AN Tel: (01709) 760370 school@be.jmat.org.uk www.bramptonellis.co.uk	443	40 (Infant) 90 (Junior)	30	30	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
LAUGHTON ALL SAINTS CE PRIMARY High Street Laughton Sheffield S25 1YF Tel: (01909) 550531 office@las.dsat.education www.laughtonallsaints.org	108	15	15	15	Academy Trust
THRYBERGH FULLERTON CE PRIMARY ACADEMY Church View Thrybergh Rotherham S65 4BL Tel: (01709) 850572 enquiries@tfp.dsat.education www.thryberghfullerton.co.uk	194	30	26	26	Academy Trust
TREETON CE PRIMARY Wood Lane Treeton Rotherham S60 5QS Tel: (0114) 2692677 enquiries@tp.dsat.education www.treetoncofe.co.uk	278	45	26	26	Academy Trust
TRINITY CROFT CE PRIMARY Dalton Parva Rotherham S65 3QJ Tel: (01709) 850570 enquiries@tc.dsat.education www.trinitycroft.co.uk	171	25	30	30	Academy Trust
WATH CE PRIMARY Barnsley Road Wath upon Dearne Rotherham S63 6PY Tel: (01709) 760471 school@wce.jmat.org.uk www.wathcofe.co.uk	404	60	26	26	Academy Trust
WICKERSLEY ST ALBAN CE PRIMARY Morthen Road Wickersley Rotherham S66 1EU Tel: (01709) 542878 stalbans@sap.dsat.education www.wsap.academy	217	30	35	35	Academy Trust

C Catholic Primary Schools and Academies

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
ST JOSEPH'S CATHOLIC PRIMARY (DINNINGTON) Lidgett Lane Dinnington Sheffield S25 2QD Tel: (01909) 550123 office@stjdinnington.co.uk www.stjosephs-dinnington.co.uk	139	28	26	26	Academy Trust

School Address & Details	Estimate Number on Roll 2023/24	Admission Number 2024/25	Nursery or Foundation Stage Unit		Admission Authority
			AM	PM	
ST JOSEPH'S CATHOLIC PRIMARY (RAWMARSH) Green Lane Rawmarsh Rotherham S62 6JY Tel: (01709) 710270 school@rsjp.org.uk www.rsjp.org.uk	200	30	-	-	Governing Body - Voluntary Aided School
ST BEDE'S CATHOLIC PRIMARY Wortley Road Kimberworth Rotherham S61 1PD Tel: (01709) 740101 enquiries@stbedescatholicprimary.co.uk www.stbedescatholicprimary.co.uk	303	45	32	32	Academy Trust
ST GERARD'S CATHOLIC PRIMARY Park Nook Doncaster Road Thrybergh Rotherham S65 4AE Tel: (01709) 850568 office@stgerardsprimary.org www.stgerardsprimary.org	145	20	-	-	Academy Trust
ST MARY'S CATHOLIC PRIMARY (HERRINGTHORPE) Herringthorpe Valley Road Rotherham S65 2NU Tel: (01709) 361502 office@stmarysherringthorpe.co.uk www.stmarysherringthorpe.co.uk	206	30	-	-	Academy Trust
ST MARY'S CATHOLIC PRIMARY (MALTBY) Muglet Lane Maltby Rotherham S66 7JU Tel: (01709) 812611 general@stmarysmaltby.org www.stmarysmaltby.co.uk	122	30	16	16	Academy Trust
OUR LADY & ST. JOSEPH'S CATHOLIC PRIMARY Fitzwilliam Street Wath upon Dearne Rotherham S63 7HG Tel: (01709) 760084 school@olasj.org.uk www.ourlady-stjosephs.rotherham.sch.uk	203	30	30	30	Governing Body - Voluntary Aided School

Further Information on the 2023/24 Primary School Allocations

The information below may help when you are considering which schools to put on your Common Application Form. This is a guide only and reflects the outcome for applications received by the closing date of 15th January 2023.

The following schools were oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 4 of the admissions criteria, the remaining places were filled by children from category 5 who lived in the catchment area of the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category 5 (catchment)	Number of Applicants not offered this school and placed on the waiting list from category (v) (catchment)
Waverley Junior Academy	34	61	27

There were also 3 children from category 6 (sibling) who were refused and placed on the waiting list. There were also 10 children from category 7 (distance) who were refused and placed on the waiting list.

School	Places Remaining	Number of Applications in category 5 (catchment)	Number of Applicants not offered this school and placed on the waiting list from category (catchment)
Kilnhurst St Thomas CE Primary	19	22	3

The following school was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 5 of the admissions criteria, the remaining places were filled by children from category 6 who lived outside the catchment area of the school, as determined by the admissions criteria, but had older siblings on roll at the school.

School	Places Remaining	Number of Applications in category 6 (sibling)	Number of Applicants not offered this school and placed on the waiting list from category (6) (sibling)
Aston Fence J&I	3	5	2

There were also 24 children from category 7 (distance) who were refused and placed on the waiting list.

The following schools were oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 6 of the admissions criteria, the remaining places at these schools were filled from category 7 applications by children who lived nearest to the school as determined by the admissions criteria.

School	Places Remaining	Number of Applications in category 7 (distance)	Number of Applicants not offered this school and placed on the waiting list from category 7 (distance)
Anston Greenlands Primary	6	26	20
Anston Hillcrest Primary	7	9	2
Aston Hall J&I	16	21	5
Bramley Sunnyside Infant	18	28	10
Brinsworth Howarth Primary	15	17	2
Kimberworth Primary	11	12	1
Springwood Junior Academy	9	10	1

Wales Primary	12	13	1
Whiston Worrygoose J&I	19	23	4
Wickersley Northfield Academy	12	23	11

Oversubscribed Voluntary Aided Schools

School	Number of Applications (as at the closing date 15 th January 2023)	Number of Applicants not offered this school and placed on the waiting list as per the co-ordinated scheme
St Alban's CE Primary	37	7
Thrybergh Fullerton CE Primary	34	4
St Bede's Catholic Primary	49	4
Our Lady & St Joseph's Catholic Primary	32	2

SECTION 5 - THE ADMISSION CRITERIA IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

Parents should be aware that the Authority **does not** operate a procedure whereby parents can register their child's name at a school for admission. Parents who have visited a school and informed the Head Teacher of their child's name and address do so only to request that they receive information about applying for admission to primary school.

ALL parents must complete a Common Application Form for the school year in which their child is to be admitted into Reception (FS2) in a primary school, parents are strongly advised to name three preferred schools on their application.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Reception (FS2) and is derived from the capacity of the school. Further information on admission numbers can be found in the school information table in **Section 4**.

For all schools, where the number of applications received is below the published admission number for the school the child will be eligible for admission to that school. In cases where the numbers of applications for a school exceeds the published admission number it will be necessary to apply the admission criteria, agreed within the admission arrangements of the admission authority for each school, to determine who is eligible for admission.

All preferences will be considered equally, which means that no priority will be given according to the order of the preference(s), except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the admissions criteria for each school will be applied to determine the offer of a school place. Applications will be prioritised with the highest priority being given to criterion (1) then criterion (2) and so on. Places will be potentially offered in priority order up to the published admission number (PAN).

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.

Where places are being allocated based on a distance criteria or as part of a distance tiebreaker, 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 independent of the Admission Authority.

From all the applications received for an oversubscribed school, and in agreement with the relevant admission authority, the Local Authority will determine which children are eligible for a potential place in accordance with the admission criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

Each admission authority is responsible for determining how places will be allocated should the admission number be reached mid category and this will be stated in their admission arrangements. Parents are advised to read the full admission arrangements for their preferred schools which can be found on the individual school websites.

APPLYING THE ADMISSION CRITERIA FOR ROTHERHAM COMMUNITY (Maintained) PRIMARY SCHOOLS

Where a school is an academy, the admission authority is the Academy Trust and they are responsible for agreeing the admissions arrangements and criteria for their school(s). Further information relating to the admissions criteria for Academies, Church of England and catholic primary schools can be found within **Appendix A** and **Appendix B** of this booklet.

Rotherham Local Authority is the admission authority for the Local Authority Community (Maintained) Primary Schools.

Places will be allocated at the following schools by use of the admissions criteria for Rotherham's community primary schools as shown below.

Aston Fence Junior & Infant School	Kimberworth Community Primary School
Badsley Primary School	Rawmarsh Ryecroft Infant School
Blackburn Primary School	Rawmarsh Thorogate Junior & Infant School
Bramley Sunnyside Infant School	Sitwell Infant School
Brinsworth Manor Infant School	Thornhill Primary School
Broom Valley Community Primary School	Todwick Primary School
Herringthorpe Infant School	Wales Primary School

Children with an Education Health and Care Plan (EHCP)

A small number of children will have an Education, Health and Care Plan (EHCP). Children with an EHCP that names a school in the final Plan **must** be admitted to the school that is named as part of that process.

ADMISSIONS CRITERIA – ROTHERHAM COMMUNITY PRIMARY SCHOOLS

After the allocation of places to children with an EHCP, remaining places will be allocated in the following order of priority for each school:-

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 15th January 2024, have a specific medical reason, confirmed by a medical practitioner, which Rotherham Local Authority is satisfied makes attendance **at that particular** school essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2024, have a compelling social reason which Rotherham Local Authority is satisfied makes attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application.

Please note: Very few cases are agreed annually on social and medical grounds.

- 4 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2024 (see notes (b) and (c) below)
- 5 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Local Authority (see note (b) below)
- 6 Children who, on 15th January 2024, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2024 (see note (c) below)
- 7 Children who, on 15th January 2024, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

Admissions information for entry to Year 3 at a junior school can be found in Section 11.

Definitions:

- a) A '**relevant looked after child**' is a child that is looked after by a Local Authority in accordance with Section 22(1) 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 residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. For further information please refer to the Admissions Code of Practice which can be downloaded from www.dfe.gov.uk

- b) **Definition of Live/living.** This means a child's ordinary place of residence where they are habitually and normally resident at an address for a settled purpose which is **not** solely to receive education with the person(s) having parental responsibility **on 15th January 2024**.

Places will be allocated based on the residential address on **15th January 2024**. You may be required to provide proof of **residence** as at 15th January 2024 i.e., Utility/Council Tax bill, Tenancy Agreement, Driving Licence, Residence Order, Child Benefit letter.

You **must** notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (see above).

If you are asked to provide proof of residence and this is not received, your original address will be used for allocation purposes. Please also refer to the information on **Fraudulent Applications**.

Where residency is split equally between two people with parental responsibility, the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the **15th January 2024**. Documentary evidence will be required.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education. Documentary evidence will be required.

Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or through mediation. If this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court before the offer of a place can be made. It is not possible to process different applications from two parents.

The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

- c) **Definition of Sibling**

For a child to be considered a sibling, one of the following conditions must exist:

- 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

You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.

d) **Definition of Distance**

Should the published admission number be reached mid category, the Local Authority will make a decision based on the shortest distance between the applicant's home and the school by the most direct route.

Distance measurements are calculated by the 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.

- 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.

FRAUDULENT APPLICATIONS

Rotherham Borough Council takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Parents trying to get a school place by providing false information is likely to result in them taking a place that should have gone to another child.

Whilst we do not request proof of address with every application, the Local Authority will investigate all instances where there is doubt or discrepancy in the information provided. Proof of residence at an address will be requested where an address on an application form differs from the information we hold or where there is an allegation or evidence that suggests a parent may have provided false or misleading information in order to gain admission to a school. Your address will also be checked by reference to various records.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent which effectively denied a place to a child with a stronger claim, even if the child has already started at the school.

In previous years school places have been withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information or had failed to notify the Admissions Team that they were no longer living at the address given on the application form.

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, the child's name will also be placed on the waiting list if the preferred school is oversubscribed.

REPEAT APPLICATIONS

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 and which has not previously been taken into consideration in either the application or appeals stages.

SECTION 6 - MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you submit your application you should read this booklet and take particular note of:

Section 3 How the Arrangements Work

This explains how, from the three preferences you express for a school, the Local Authority determines which school to offer you for your child.

Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?

This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission. See also Appendix **A** and Appendix **B**.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place for your child you **MUST** apply via Rotherham Authority. *However, if you are the carer of a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care.*

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on the Rotherham Common Application Form. However you are advised to contact the relevant Local Authority for a copy of their Admission to Primary School Booklet, as their Admission Criteria may differ from Rotherham's. Contact details for neighbouring LAs can be found in Section

The addresses of neighbouring education authorities and their telephone numbers are provided in Section 12.

Key points on submitting your application. You can apply for:-

- A Community School in Rotherham
- A Catholic Primary School in Rotherham
- A Church of England Primary School in Rotherham
- An Academy in Rotherham
- A school in any other Local Authority

- **DO NOT** name the same school twice – doing so will not increase your chance of obtaining a place for your child at that school and you may miss out on the opportunity of a place at a school which you could have requested as a 2nd or 3rd preference.

- **DO** put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.

- Complete all sections fully.

Places will be allocated based on your residential address on 15th January 2024. Therefore you MUST notify the 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). If you are asked to provide proof of residence and this is not received, your original address will be used in the allocation of places.

ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit their parental preference(s) for a school(s) via the Authority's website: www.rotherham.gov.uk/schools

What are the advantages of applying online?

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 16th April 2024. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form which you can request from the Admissions Team.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk via the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Application Form
- Press the submit button
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Supplementary Information Form (SIF) which can be downloaded from our website. You can upload your SIF and any supporting information with your online application. Alternatively, this should be returned to the Admissions Team, along with any additional information required by your preferred school(s) in support of your application. Please attach a covering letter stating your child's name and date of birth or email your information to admissions.enquiries@rotherham.gov.uk. Failure to return this information is likely to affect the admission category your child is placed in.
- It is the responsibility of the **parent/carer** to provide any additional documentation in support of their application (eg; proof of address or medical information). You can upload it with your online application; post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to provide any information you wish to be taken into consideration by the closing date is likely to affect the admission category your child is placed in.
- You must complete and submit your online application by **15th January 2024**.

COMMON APPLICATION FORM

If you are unable to apply on line or would simply prefer to complete a paper common application form please contact the Admission Team on (01709) 823777 and one will be sent out to you.

What to do next if you are applying using the Common Application Form

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Common Application Form
- Return your completed form to the Admissions Team
- If you are applying for a Church of England or Catholic Primary School for your child you should complete the relevant Supplementary Information Form which can be downloaded from our website or telephone 01709 823777 to request a copy. This should be securely attached to your Common Application Form and returned to the Admissions Team, along with any additional information required

by your preferred school(s) in support of your application. Failure to return this information is likely to affect the admission category your child is placed in.

- It is the responsibility of the **parent/carer** to provide any additional documentation in support of your application (eg; proof of address or medical information). You can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to **admissions.enquiries@rotherham.gov.uk**. Failure to provide any information you wish to be taken into consideration by the closing date is likely to affect the admission category your child is placed in.
- You must ensure that the Admissions Team are in receipt of your Common Application Form by **15th January 2024**.

What to do if you change your mind about the preference(s) you have made

What to do depends on **when** you change your mind.

If you change your mind **BEFORE** the 15th January 2024

- 1) If you have completed an online application you can make changes up to 15th January 2024. It is important that you **re-submit** your application after making any changes for these to take effect. You should receive an automated email confirming your new preferences upon submission
- 2) Alternatively request and complete a new Common Application Form Return it to the Admissions Team, Children And Young People's Services, Riverside House, Main Street, Rotherham, S60 1AE by 15th January 2024
- 3) Or email **admissions.enquiries@rotherham.gov.uk** with your new preference(s)
- 4) If you are completing or emailing a change of preference please state your original preferences along with your new ones along with your reasons for preference.

Please note - Parents need to be aware that the Authority will only process one Common Application Form per child at any given time.

By submitting a second Common Application Form, emailing or resubmitting an online application a parent is notifying the Authority to disregard the original application submitted. The Admissions Officer will then withdraw your original application and only your new preferences will be considered.

If you change your mind **AFTER** 15th January 2024

If you change your preference after 15th January 2024 this will be dealt with as a late application **after** 16th April 2024. Your original application will still be considered and a letter will be issued, based on this application, on 16th April 2024. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preference(s) you have made, the procedure is given below. However you are strongly advised to contact the Admissions Team before doing so.

- 1) Contact the Admissions Team on (01709) 823777 and let them know you wish to change your preference(s) on the Common Application Form.
- 2) Alternatively you can email your new preferences to **admissions.enquiries@rotherham.gov.uk**

IMPORTANT NOTE – You should be aware that, if it is possible to offer a place at your new (later) preference, the offer of a school place made to you on 16th April 2024 will be withdrawn and may be re-allocated to another child.

Therefore if you are happy with the offer made to you on 19th April and do **not** wish this school to be withdrawn, if it is possible to offer a place at a school named on your late application, it is **important** that

you notify the Admissions Team **IMMEDIATELY on receipt of your offer email or letter**. Please also refer to Section 7 of this booklet.

If you change your mind **AFTER THE OFFER DAY** of 16th April 2024

Contact the Admissions Team on (01709) 823777 to discuss your change of preference as this will affect the offer of a school place already made for your child.

Parents Resident Outside Rotherham but applying for a Rotherham School

- Any application for a place in a school outside your own authority should be made to the Local Authority in which your child resides naming your preferred Rotherham school(s).
- Follow the procedures for submitting the Common Application Form to your Local Authority. Do not apply direct to Rotherham.
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).
- On 16th April 2024 your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a secure computer system; any paper documentation may be scanned and saved electronically for future reference. Paper records are stored securely as confidential information and will be destroyed within agreed timescales.

Where necessary and as appropriate, information will be shared with other service areas within Rotherham Council or with external agencies that are involved in the health and welfare of children in line with information sharing agreements. If you have named a school in another Authority, a copy of your application will be forwarded by secure electronic means to that particular Authority for consideration.

If you have any questions, please contact the Admissions Team on 01709 823777 or email **admissions.enquiries@rotherham.gov.uk**.

Please note that completion and return or submission of a Common Application Form does not guarantee a place at any of your preferred schools.

SECTION 7 - HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your Common Application Form after it is received by the Admissions Team.

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

The admissions criteria set by the admission authority for your preferred school(s) will determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

- Applications which name any Church of England and catholic primary school (with the exception of Wentworth CE J&I School and Kilnhurst St Thomas C.E. School) as a preference will be forwarded to the school named in order for them to be considered and categorised against the published admission criteria of the relevant Academy Trust or the governing body of a voluntary aided school.

The admission authority for each school will then notify the Local Authority's Admissions Team of the admissions category which has been determined by the admission authority for every child who has applied.

- For all other Rotherham academy schools, the Local Authority's Admissions Team will categorise applications against the published admissions criteria of each individual academy on behalf of their admission authority. Specific individual cases may be referred back to the admission authority for them to determine the admissions criteria for a particular child based on the information provided within the application.
- Schools outside of Rotherham – where a parent applies for a school located in another Local Authority area, Rotherham's Admissions Team will forward the request for a place to the relevant Local Authority for consideration.

The Admissions Officers in the other Local Authority will subsequently inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their schools.

- For all schools, if the number of applications is below the admission number the child is eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria for your preferred school.

STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest named school on your application at which your child has a potential offer.

Please refer to the table in **Section 3** illustrating the 8 possible outcomes for your three preferences.

On the **16th April 2024** the Admissions Team in Rotherham will either email (if you have applied online and selected this option) or send a letter to all parents of children resident in Rotherham making the single offer of a place.

What to do when you receive your offer letter

- If you are happy with the offer of a school place in Rotherham you do not need to do anything, staff at the school will contact you in due course. However, if the school offered is in a neighbouring Authority, you may be required to confirm to them in writing whether or not you wish to accept the offer of a place.
- If you no longer require the place offered as you have made alternative arrangements for your child's education then you must write and tell the Admissions Team as soon as possible as there may be a waiting list for the school. You will need to confirm the details of your alternative arrangements (i.e. an alternative school offer or moving out of area). If the school offered is not one of your original preferences, as these were oversubscribed, it is **not** possible to decline and withdraw this place unless a place at an alternative school has been confirmed.
- If you are unhappy with the school place offered and wish to appeal for a place(s) at one or more of your preferred schools please refer to **Section 9 of this booklet**.

What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?

Children living in Rotherham

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available.

You do of course have the right to an independent appeal for all of the schools at which your child has been refused a place in writing due to oversubscription.

Children living in another Authority

Please contact the Admissions Team in your home Local Authority for advice.

LATE APPLICATIONS

Rotherham Schools

- Applications received by the Authority up to and including 15th January 2024 will be included in the allocation of places made on 16th April 2024.
- You will **not** be offered a school place for your child on 16th April 2024 if the Admissions Team has **not** received an application form from you by 15th January 2024.
- If you have made a **late** application after 15th January 2024 and up to and including 16th April 2024 you will be notified whether your child is eligible for a place at one of your preferred schools in writing on 16th May 2024.
- If you submit a late application after 16th April you will be notified as soon as possible whether your child is eligible for a place at one of your preferred schools.
- In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest school in Rotherham with an available place.
- On 6 June 2024 Rotherham Authority will begin to allocate places to children where it is confirmed they are still resident in Rotherham but no application has been received under the scheme. A place will be allocated to the child at the catchment area school, if places are available, otherwise a place will be offered at the next nearest school with availability.

Schools not in Rotherham

Common Application Forms which are received after **15th January 2024** and name a school in a different Local Authority will be forwarded to the relevant Local Authority Admissions Team. You are advised to contact them for details of how they deal with any applications received after this date.

You should read the information in the relevant Local Authority's Admission Booklet regarding late applications or alternatively, contact Admissions Officers at that Authority if you require further advice.

WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available.

For an explanation of waiting lists see **Section 8**.

- For any preference expressed by you where the Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 9**.

SECTION 8 - WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

Rotherham Schools

On the Offer Day of **16th April 2024**, the Admissions Team will establish a waiting list for primary schools in Rotherham, where the number of applications for those schools has exceeded the available places in Reception / Foundation Stage 2.

Your 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. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A below.

Inclusion of your child on a waiting list does not guarantee that a place will become available at that school.

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives **written** confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement "as the crow flies").

If your child is offered a place at a school from the waiting list and the school is named as a higher preference than the school where they were previously offered, the place at the school originally offered will be withdrawn. **If you wish to keep the place at the school previously offered you should contact an Admissions Officer immediately on receipt of the letter.**

Table A

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by 15th January 2024 . (All applications received after this date will be deemed as late applications.)	16th April 2024 - decision letters/emails sent to parents advising them of the outcome of their application.	16th April 2024 - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from 16th January 2024 to 16th April 2024 inclusive.	16th May 2024 - decision letters sent to parents advising them of the outcome of their application.	16th May 2024 - waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 17th April 2024 to 16th May 2024 inclusive.	From 16th May 2024 - letters will be posted to parents advising them of the outcome of their application.	As of 16th May 2024 - waiting lists will be updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 17th May 2024 to 31st December 2024 inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after 17th May 2024 , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a **lower** preference on their common application form than the school for which they have received a single offer of a place.

Upon receipt of your offer, if you wish your child's name to be placed on the waiting list for a school named as a lower preference on your original application form than the school at which an offer has been made, you should submit this request in writing either by completion of a new common application form, or by email to **admissions.enquiries@rotherham.gov.uk**.

This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your new preferred school in accordance with Table A above.

Table B

Preferred schools in rank order of the Common Application Form			
1 st	School A	W	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 nd	School B	P	Preference can be met and offer is made
3 rd	School C		Child is not eligible for admission and the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

Table C

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	W	W	P	P	P	W	W
2 nd	School B	P	P	W	P			P	W
3 rd	School C	P	P	P		P			W

Key

P Place available – your child is eligible for admission which creates a potential offer

W School oversubscribed – your child is not eligible for admission as determined by the admission criteria, however their name will automatically be put on the waiting list.

School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been given a place at a higher preference of school

If you change your address, please write to the Admissions Team providing some proof i.e. a council tax, utility bill, driving licence or child benefit. Your child's place on the waiting list will then be reviewed.

The waiting list will be established on the offer day and will be maintained up to and including **31st December 2024** when it will cease.

Important points about waiting lists

- A vacancy arises in Reception, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting list positions are subject to change. Once established waiting list positions may change regularly, even daily, as new applications are processed or where circumstances change (e.g. a child on the list moves address).
- Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.

Schools outside Rotherham

If you have applied for a school(s) outside the Rotherham area the arrangements for the operation of waiting lists will be included in their Admission to Primary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Team in the other Authority for further information and advice. Contact telephone numbers for neighbouring Authorities are given in Section 12.

SECTION 9 - INFORMATION ON APPEALS

You 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 one or more of the schools you have applied for.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

Reason 1

The number of applications exceeded the published admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For primary schools the relevant year group is Reception and for separate Junior Schools the relevant year group is Year 3.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

Reason 2

You were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Local Authority's co-ordinated scheme for admission.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

Please Note: If you intend to appeal for a place at a school named as a lower preference on your application than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	A	A	P	P	P	A	A
2 nd	School B	PA	P	A	PA	A	A	P	A
3 rd	School C	PA	PA	P	A	PA	A	A	A

See Key on next page

Key

- P** This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.
- A** Your child was not eligible for a place at this school. You have the right of appeal for a place at this school.
- PA** Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

Appeals Procedure

All independent appeals are organised by the 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 is independent of the Admission Authority. The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for Rotherham Community Schools, Academies, Catholic Primary Schools and Church of England Primary Schools parents should lodge their appeal within 20 school days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admissions Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;
- g) parents will receive written notification of the Appeals Panel decision.

General Information On Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

1. Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Local Authority's Democratic Services.
2. Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and following this, will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.
3. 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.
4. 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.
5. If there are a large number of appeals for a particular school a Group Appeal hearing may take place.
6. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, where a parent of a summer born child has requested that their child be educated outside of their normal age of admission and this request has been declined, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Limits to Infant Class Sizes

There is another factor to take into account in terms of admissions and this relates to limits to Infant Class Sizes. Limits on class sizes imposed by law mean that, subject to certain limited exceptions, infant classes in Reception, Year 1 and Year 2 may not contain more than 30 children with a single teacher. Because of this legal requirement, admissions authorities will not be able to admit a child to an infant class if to do so would result in a class size of above 30 children.

The scope for Admissions Appeal Panels to uphold an appeal against non-admission has been limited where the admissions authority has refused admission on class size prejudice grounds.

It is important to note that if your preference for a place in Reception has been refused on the grounds of class size legislation, the normal two-stage decision-making process as detailed in the “Admission Appeals – A Guide for Parents and Carers” will not apply. Unless an applicant can successfully prove that either the decision that class size prejudice would arise is not one that a reasonable admission authority would have made in the circumstances or, that the preference should have succeeded had the admission arrangements been applied correctly, the appeal will fail.

You are therefore urged to bear this information in mind if a place at a school has been refused because of class size legislation.

SECTION 10 - ADMISSIONS POLICY FOR ROTHERHAM AUTHORITY NURSERY (FOUNDATION STAGE ONE)

An application for an early education place* (see below) in an Early Years Centre or Nursery Unit (Foundation Stage One) should be made to the Head Teacher.

Parents should be aware that gaining a place in the nursery class (FS1) at a school **does not** guarantee that a place will be available in that school in the Reception class (FS2).

A complete list of all the Local Authority nursery and primary schools which have nursery is given in the school table in Section 4. Children who have an Education, Health and Care Plan must be allocated a place at the school named in the Plan.

Children will be allocated a place in a nursery (FS1) according to the following criteria which are ranked in priority order:

- 1) Relevant Looked After Children or previously looked after children (see definition below).
- 2) Children who have a specific medical reason confirmed by a medical practitioner which the Head Teacher is satisfied makes attendance **at that particular school essential**.
- 3) Children with a compelling social reason which the Head Teacher is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school.
- 4) Children who live in the catchment area of the school as defined by the Admission Authority and who will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission.
- 5) Children who live in the catchment area of the school as defined by the Admission Authority.
- 6) Children who live outside the catchment area of the school as defined by the Admission Authority whose older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- 7) Children who attend integrated early education at a childcare provider on the school site.
- 8) Children who live in the catchment area of a school without nursery/foundation stage 1 provision.
- 9) Children who have access to nursery/foundation stage 1 provision in their own catchment area school.

If demand for places within any category is greater than the available spaces, places will be allocated to children who live nearest to the school measured by a straight line on a horizontal plain (commonly known as measurement "as the crow flies").

Please Note

- * Children are entitled to an early education place from the term following their 3rd birthday. The majority of schools offer three terms of early education, commencing in the Autumn Term one year before entry to reception / foundation stage 2. Early Education places are also offered by pre-schools, day-nurseries and some childminders. Children who are eligible for a place from the Spring (January) or Summer (April) term usually take up a place at a pre-school, day nursery or childminder initially, however some schools can offer an intake each term.

An early education place is 570 hours of early education over 38 weeks of the year. This is delivered as 15 hours each week for 39 school weeks each year with 5 inset days over the year. Children are entitled to 15 hours of free early education and Schools can deliver this flexibly over fewer than 5 days. A number of different delivery models are in place - details are available from the Families Information Service or directly from the school.

Children who meet the eligibility criteria are eligible for a total of 30 hours of early education each week. Some schools, day nurseries, pre-schools and childminders will be offering a 30 hour entitlement. Please contact the Families Information Service or school directly for more information.

A 'relevant looked after child' is a child that is looked after by a Local Authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to nursery/FS1 is made, and who the Local Authority has confirmed will still be looked after at the time when he/she is admitted to the nursery/FS1.

Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. For further information please refer to the School Admissions Code of Practice 2021 which can be downloaded from www.dfe.gov.uk

Families Information Service contact details:

Tel: 0800 0730230 or 01709 823429

e-mail: fis@rotherham.gov.uk

website: www.rotherhamfis.co.uk

SECTION 11 - YEAR 2 TO YEAR 3 TRANSFERS

MOVING FROM INFANT TO JUNIOR SCHOOL

It is necessary for parents of children in Year 2 of a separate Infant School to apply for a place in a Junior School when their child is due to transfer to the next phase of their education.

Making an Application

- Parents of children resident in Rotherham can name up to three preferred Junior Schools or Academies for their child, even if one of your preferred schools is in another Local Authority area. However, most parents will choose to apply for the associated Junior School to their child's current Infant school.
- If you are resident in Rotherham you **MUST** apply on-line at **www.rotherham.gov.uk/schools** or request and complete a paper copy of the Common Application Form by telephoning the Admissions Team on 01709 823777.
- The closing date for receipt of applications is **15th January 2024**. All applications received after this date are deemed to be late applications.
- Parents of children who reside outside the Rotherham Local Authority should contact their Local Authority's Admissions Team for further advice on submitting an application. This applies even if your child is currently on the roll of a Rotherham Infant School and you wish them to transfer to the related Junior School in September 2024 – you will need to submit your application via your Local Authority's Admissions Team. Contact telephone numbers for neighbouring Local Authorities can be found in Section 12 of this booklet.

ONLINE APPLICATIONS

Advantages of applying online-

If you apply online you will receive an email notification straight away that your application has been submitted and you will receive your decision by email during the offer day of 16th April 2024. If you change any information in your online application after you have submitted it please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form.

If you have any questions when completing your form please click on the link for **admissions.enquiries@rotherham.gov.uk** on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read the information contained within this booklet
- Check you have completed all sections on the Online Common Application Form
- Press the submit button
- If you are applying for a year 3 place at Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This can be uploaded with your online application, along with any additional information required by the school in support of your application, or posted to the Admissions Team clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.
- If you need to send any additional documentation (eg; proof of address or medical information) in support of your application you can post it to the Admissions Team with a covering letter stating your

child's name and date of birth or email it to **admissions.enquiries@rotherham.gov.uk**. Failure to return this information may affect the admission category your child is placed in.

- You must complete and submit your online application by **15th January 2024**

COMMON APPLICATION FORM

- If you are unable to apply on line or would simply prefer to complete a paper Common Application Form please contact the Admission Team on (01709) 823777 and one will be sent out to you. You must complete and return your application form to the Admissions Team by **15th January 2024**
- Attach any additional documentation (eg; proof of address or medical information) which you wish to be considered in support of your application. Failure to return this information may affect the admission category your child is placed in.
- If you are applying for a year 3 place at Brampton the Ellis Church of England School you should complete the Supplementary Information Form. This should be posted or emailed to the Admissions Team via **admissions.enquiries@rotherham.gov.uk** clearly stating the name and date of birth of your child. Failure to return this information may affect the admission category your child is placed in.

Parents wishing their child to transfer to a separate Junior School from a Primary or J&I School

Parents of Year 2 children resident in Rotherham who currently attend a Primary or Junior & Infant School/Academy, or a school outside Rotherham Local Authority, can, if they wish, express a preference(s) for a Junior School either on-line or by obtaining a Common Application Form from the Admissions Team on (01709) 823777. This should be completed and returned to the Admissions Team by the closing date of **15th January 2024**.

Parents not wishing their child to transfer to a separate Junior School

If you would prefer your child to transfer to a Primary or Junior & Infant School / Academy (including a Church of England or Catholic Primary) instead of a separate Junior School, then you will need to follow different procedures to those above as these applications will not be processed more than one term in advance.

- Parents will need to submit an in-year transfer application for these schools which is available on the Authority's website after **1st May 2024**. This will then be processed as an in-year application.
www.rotherham.gov.uk/schools-schooling/transferring-school-school-year

Parents may still to apply for a separate Junior School place for their child by the closing date of 15th January 2024, thereby receiving an offer of a school place on 16th April 2024. Parents may then submit an additional in-year transfer application after 1st May 2024 for their preferred Primary or J&I School. If a place is offered, the original offer of a Junior School place may then be withdrawn.

Consideration of Preferences

Where a school is an academy, the admission authority is the Academy Trust and they are responsible for agreeing the admissions arrangements and criteria for their school(s). Further information relating to the admissions criteria for academies, Church of England and catholic primary schools can be found within **Appendix A** and **Appendix B** of this booklet.

Rotherham Local Authority is the admission authority for the Local Authority Community (Maintained) Junior Schools.

From all the applications received for an oversubscribed school, and in agreement with the relevant admission authority, the Local Authority will determine which children are eligible for a potential place in accordance with the admission criteria. These criteria are applied equally to preferences from parents who live in Rotherham and those who do not.

Each admission authority is responsible for determining how places will be allocated should the admission number be reached mid category and this will be stated in their admission arrangements. Parents are advised to read the full admission arrangements for their preferred schools which can be found on the individual school websites.

Where the admission number is likely to be reached mid category, priority will be given to those children who, on the closing date, live nearest to the school measured by a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).

On 16th April 2024 the Admissions Team will notify parents of children resident in Rotherham of the outcome of their application for a Junior School place. This offer will be made on behalf of all Rotherham Admission Authorities. The school offered will be the highest named junior school on your Common Application Form at which a place is available.

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.

Where places are being allocated based on a distance criteria or as part of a distance tiebreaker, 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 independent of the Admission Authority.

A small number of children will have an Education, Health and Care Plan (EHCP). Children with an EHCP that names a school are required to be admitted to the school that is named as part of that process.

THE ADMISSIONS CRITERIA FOR YEAR 3

Rotherham Local Authority Community Junior Schools

Places will be allocated at the followings schools by use of the admissions criteria for Rotherham’s community junior schools as shown below. Please refer to Appendix **B** for all other Junior Schools.

Anston Park Junior School
Bramley Sunnyside Junior School
Rawmarsh Rosehill Junior School

Places in Year 3 at the above three schools will be allocated, following receipt of parental preferences, according to the following criteria, which are in priority order:

Those who on the closing date of 15th January 2024 are:

- 1** Relevant looked after children and previously looked after children.
- 2** Children who, on 15th January 2024, have a specific medical reason confirmed by a medical practitioner, which Rotherham Local Authority is satisfied makes attendance at that particular school essential. Parents should ensure that they submit full supporting information with their Common Application Form.
- 3** Children who, on 15th January 2024, have a compelling social reason which Rotherham Local Authority is satisfied makes attendance at that particular school essential. The kinds of overriding social reasons which could be accepted are where there is evidence that the child’s education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- 4** Children in attendance in Year 2 at the associated Infant School.
- 5** Children who, on 15th January 2024 live in the catchment area of the school as defined by the Local Authority, and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2024.

- 6 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Local Authority.
- 7 Children who, on 15th January 2024, live outside the catchment area of the school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 4, 5 or 6 in September 2024.
- 8 Children who live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

Please see notes (a) to (e) under the Admissions Criteria in **Section 5** for further clarification.

Brampton The Ellis CofE Primary School

It will be assumed that children already in Year 2 of this primary school will automatically transfer to Year 3 unless an application is received requesting an alternative.

The Admission Authority will also give priority in their criteria to applications from parents of children on roll in Year 2 at Brampton Cortonwood Infant School as a feeder Infant School. Applications from parents of children on roll in Year 2 in another school, who are applying for Year 3 at this school, will also be sent to the school for consideration by the Admission Authority in accordance with their admission criteria.

The school will notify the Local Authority Admissions Team of the admissions category for each applicant in order for the allocation process to be completed.

On 16th April 2024 the Admissions Team will make the single offer of a place at this school if it is the highest preference of school named on your form with a place available. Please refer to **Appendix A** of this booklet for information the Admissions Policy for Brampton The Ellis CE Primary School.

ASSOCIATED INFANT AND JUNIOR SCHOOLS

The following is a list of the associated Infant and Junior Schools in Rotherham.

Infant School

Anston Park Infant
 Bramley Sunnyside Infant
 Brampton Cortonwood Infant
 Brinsworth Manor Infant
 Herringthorpe Infant
 High Greave Infant
 Kiveton Park Infant
 Rawmarsh Ryecroft Infant
 Sitwell Infant
 Thurcroft Infant

Associated Junior School/Academy

Anston Park Junior (*Local Authority*)
 Bramley Sunnyside Junior (*Local Authority*)
 Brampton The Ellis CE Primary (*Academy*)
 Brinsworth Manor Junior (*Academy*)
 Herringthorpe Junior (*Academy*)
 High Greave Junior (*Academy*)
 Kiveton Park Meadows Junior (*Academy*)
 Rawmarsh Rosehill Junior (*Local Authority*)
 Sitwell Junior (*Academy*)
 Thurcroft Junior Academy (*Academy*)

What to do when you receive your decision

If you wish to accept the place offered you need take no further action at this stage. Staff at the school allocated will contact you in due course with information about your child's transfer to the school.

If you do not wish to accept the place offered you must write and tell the Admissions Team immediately. You may wish to telephone an Admissions Officer on (01709) 823777 for further advice.

What happens if your child is not eligible for a place at one of your preferred school(s)?

For any school where you have not received an offer of a place, where it is named as a higher preference on your common application form than the school at which you have been offered a place, then your child's name will be placed on the waiting list for that school.

For an explanation of waiting lists see **Section 8**.

For any preference expressed by you where the Authority has not offered you a place for your child due to oversubscription, you have the right of appeal to an independent appeal panel.

Notice of Appeal

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see **Section 9**.

Late Applications

Applications received by the Authority up to and including 15th January 2024 will be included in the allocation of places made on 16th April 2024.

You will not be offered a school place for your child on 16th April 2024 if the Admissions Team has not received an application form from you by 15th January 2024.

If you have made a late application after 15th January 2024 and up to and including 16th April 2024 you will be notified whether your child is eligible for a place at one of your preferred schools in writing on 16th May 2024.

If you submit a late application after 16th April 2024 you will be notified as soon as possible after 16th May 2024 whether your child is eligible for a place at one of your preferred schools.

In any of the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child may be allocated a place at the feeder Junior school or your catchment area school (if places are available) or the next nearest school in Rotherham with an available place.

If a Common Application Form is not received by 6th June 2024 and your child is a Rotherham resident a place will be allocated for your child at the feeder junior school or your catchment area school (if places are available) or the next nearest school in Rotherham with an available place.

Applications for schools outside Rotherham LA

You should read the information in the relevant Authority's Admission Booklet regarding late applications or alternatively, contact Admissions Officer at the relevant Authority if you require further advice.

SECTION 12 - USEFUL CONTACTS

Rotherham School Admissions Team

Children and Young People's Services
Riverside House
Main Street
Rotherham
S60 1AE
Tel: (01709) 823777
Email: admissions.enquiries@rotherham.gov.uk

Appeals Clerk

Democratic Services,
4th Floor, Riverside House
Main Street
Rotherham
S60 1AE
Tel: (01709) 822722 or 822721
Email: SchoolAppeals@rotherham.gov.uk

Diocesan Addresses

Catholic Diocese

Diocese of Hallam,
Schools Department,
Hallam Pastoral Centre,
St Charles Street,
Attercliffe,
Sheffield
S9 3WU
Tel: (0114) 2566440
Email: schools@hallam-diocese.com

Church of England Diocese

Director of Education
Diocese of Sheffield,
Church House,
95/99 Effingham Street,
Rotherham
S65 1BL
Tel: (01709) 309100
Email: reception@sheffield.anglican.org

Neighbouring Local Authorities Barnsley

School Admissions Section
PO Box 634
Barnsley
S70 9GG
Tel:(01226) 773689, 773588,
Email: admissions@barnsley.gov.uk

Doncaster

Admissions and Pupil Services
Children and Young People's Services
Civic Office,
Waterdale,
Doncaster
DN1 3BU
Tel: (01302) 737262
Email: admissions@doncaster.gov.uk

Sheffield

Pupil Admissions,
Floor 5, West Wing
Moorfoot,
Sheffield, S1 4PL
Tel: (0114) 2735766
Email: ed-admissions@sheffield.gov.uk

Derbyshire

Admissions and Transport Team
Children's Services
Derbyshire County Council
School Road
Chesterfield
Derbyshire
S41 8LJ
Tel: 01629 537479
Email: admissions.transport@derbyshire.gov.uk

Nottinghamshire

Nottinghamshire County Council,
North Base,
Meadow House, Littleworth,
Mansfield, Nottinghamshire, NG18 2TA
Tel 0300 500 5080
Email: admissions.ed@nottscc.gov.uk

SECTION 13 - ADDITIONAL INFORMATION ABOUT PRIMARY EDUCATION

Charges and the Remission of Charges

The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

Complaints

Information on making a complaint can be obtained from the Complaints Manager or from the school concerned. Email: complaints@rotherham.gov.uk

Early Help and Family Engagement

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.

Tel: 01709 822137 / 01709 822593

Educational Psychologists

Educational Psychologists visit all schools within Rotherham Local Authority on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning. The easiest way to contact the service is to get in touch with the Head Teacher of your child's school.

Exclusions

This service offers advice and guidance on the exclusion process to schools and parents. Tel: (01709) 334077.

Families Information Service

For information about free early education/nursery places for 2, 3 and 4 year olds and for information and advice on local childcare provision please contact:

Rotherham Families Information Service,
Riverside House,
Main Street,
Rotherham,
S60 1AE

Tel: (01709) 823429

Freephone: 0800 073 0230

Rotherham SEND Information Advice and Support Service

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special educational needs. Please see www.rotherhamsendiass.org.uk

Public Examinations

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability. Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff.

School Dress Code

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

School Meals

For up-to-date information about claiming Free Schools Meals you can contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Telephone (01709) 336065. Information and a claim form is also on our website:

Free school meals – Rotherham Metropolitan Borough Council

School Transport

The Council's Home to School Transport Policy can be accessed at:

A Guide to School Transport and Travel – Rotherham Metropolitan Borough Council

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

Special Educational Needs

Most children can cope well in their primary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the EHCP Team by email at assent@rotherham.gov.uk or by telephone on (01709) 823660.

Staff Training Days (Inset)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is to be closed.

Vaccination (Immunisation)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases. One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare to start school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections – remember these infections still exist and can infect an unprotected individual.

Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or 0-19 Health Practitioner (Health Visitor/ School Nurse) to discuss these. All national immunisation schedule vaccinations are free of charge. For further information please visit the NHS choices website:

NHS vaccinations and when to have them - NHS (www.nhs.uk)

By the time your child starts school they should have been vaccinated against:

Tetanus; Diphtheria; Polio; Whooping Cough; Haemophilus Influenza (type b); Pneumococcal disease; Meningitis (Type C); Measles; Mumps and Rubella. As we are seeing an increase in outbreaks in this country and globally, the only way you can protect your child is by ensuring they have received 2 MMR vaccinations by the time they start school, available at your GP practice.

The children's flu vaccine is offered as a yearly nasal spray to young children to help protect them against flu.

Eligible children include those in reception class and school years 1, 2, 3, 4, 5 and 6. They will be offered the vaccination in school, this included children with chronic or long-term conditions. A consent form, dates for the school session and further information will be sent to parents via the school prior to the vaccinations taking place. If you would like further information the school can provide the contact of the school immunisation team and a link below to the NHS choices page.

Child flu vaccine - NHS (www.nhs.uk)

APPENDIX A

INFORMATION RELATING TO APPLICATIONS FOR CHURCH OF ENGLAND AND CATHOLIC PRIMARY SCHOOLS AND ACADEMIES

This following information is for parent(s)/carer(s) who intend to apply for a place at a Church of England and/or Catholic Primary School. The majority of Rotherham's Church of England and Catholic Primary Schools are Academy schools and therefore the relevant Academy Trust is the Admission Authority responsible for determining their admission arrangements. The exceptions are Our Lady and St Joseph's Catholic Primary School and St Joseph's Catholic Primary School (Rawmarsh) who are voluntary aided schools and, as such, the Governing Body is the Admission Authority for each school.

Please read the full Admission Arrangements for your preferred school(s), which should be published on the school website, in conjunction with the following information:-

The Admission Criteria for each Church of England and Catholic Primary School is provided on the following pages. If you require any clarification regarding a particular school's admissions policy please contact the individual school in the first instance.

If you wish to apply for a place at a Church of England or Catholic Primary School, in another Local Authority you should contact the school and the Local Authority in whose area the school is located for details of the admissions arrangements.

Additional Information Required by Church of England and Catholic Primary Schools

All parents who wish to apply for a place at any Church of England or Catholic Primary school must name the school as one or more of their three preferences on the Common Application Form.

However, Church of England and Catholic Schools require additional information, which is not contained on the Application Form and relates to the church of which they are a member. Therefore, in addition to the Application Form each school will require a **Supplementary Information Form (SIF)** to be completed by applicants. If you wish your application to be considered under any of the faith criteria the supplementary information provided will be used by the Governing Bodies of the Church of England and Catholic schools in applying their admission criteria. Completion and return of the Supplementary Information Form does not guarantee a place at the school. Some schools may also require additional supporting information such as a baptismal certificate or proof of address, this information will be contained within their admission arrangements on the school website.

Supplementary Information Forms are available to download from the Local Authority website www.rotherham.gov.uk/schools or by telephoning the Admissions Team on 01709 823777 to request a copy. This form can then be uploaded with your online application or returned by post securely attached to a paper application form.

Parents / carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference form in addition to their Common Application Form.

Where a Supplementary Information Form is not submitted with your application it is likely to affect the consideration given by the school to your preference and consequently the admission category which your child is placed into.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place, Rotherham Authority will liaise with the Church of England and Catholic Primary schools within the Rotherham area and with neighbouring Local Authorities. Rotherham Authority will notify parents of children resident in Rotherham of the outcome of their application on behalf of each Admission Authority on the national offer day of 16th April 2024.

Definition of Churches Together in England

Please refer to www.cte.org.uk for an up to date list of 'Churches together in England'.

ADMISSIONS CRITERIA - CHURCH OF ENGLAND PRIMARY SCHOOL 2024/25

• **ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL**

Criteria for Admission

Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

Oversubscription Criteria:

1. Children who are in Public Care (Looked After Children) - (see definition 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who will have an older brother or sister attending the school at the anticipated time of admission. [see definition 7]
4. Children whose parent(s) live in the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [see definition 2 ,4 and 5]
- 4a. Children who live in the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [see definition 4 and 5]
5. Children whose parent[s] live outside the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [see definition 2, 4 and 5]
- 5a. Children who live outside the Parish and regularly attend the Church of All Saints Aston or Holy Trinity Ulley. [see definition 4 and 5]
6. Children whose parent[s] live in the Parish and regularly attend another Christian denomination participating in "Churches together in England" [see definition 2, 4 and 5]
- 6a. Children who live in the Parish and regularly attend another Christian denomination participating in "Churches together in England" [see definition 4 and 5]
7. Children whose parent[s] live outside the Parish and regularly attend another Christian denomination participating in "Churches together in England" [see definition 2 and 5]
- 7a. Children who live outside the Parish and regularly attend another Christian denomination participating in "Churches together in England" [see definition 5]
8. Children whose parent[s] live in the Parish and are practising members of a Faith other than the above mentioned. [see definition 2 and 5]
- 8a. Children who live in the Parish and are practising members of a Faith other than the above mentioned. [see definition 5]
9. Children whose parent[s] live outside the Parish and are practising members of a Faith other than the above mentioned [see definition 2 and 5]
- 9a. Children who live outside the Parish and are practising members of a Faith other than the above mentioned. [see definition 5]
10. Children of staff of the school (see definition 3)
11. Children who live in the Parish. [see definition 5]
12. Children who do not live in the Parish [see definition 5]

Definitions

Definition 1

“Children in public care” (Looked After Children) means a child that is looked after by a local authority in accordance with Section 22 of the Children’s 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 of the child’s admittance to school and Children who were previously in Care/Looked After.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2 “parent(s)” means the parent(s) or legal guardian with whom the child normally lives.

Definition 3

Children of Staff at School “Children of staff”

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

Definition 4

“regularly attend” means has attended church services at least 24 times in the twelve months prior to the date on which the application is made. A minimum of twelve must be attendance at a Sunday service. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Definition 5

“Parish” means the ecclesiastical parishes of All Saints, Aston-cum-Aughton and Holy Trinity, Ulley.

Definition 6

“Admission number” the number which has been calculated according to the net capacity of the school (which the law defines) and has been agreed with Rotherham Local Authority. This list has been amended to include amongst others – twins and children from multiple births when one of the siblings is the 30th child admitted.

Definition 7

“brother or sister” a brother or sister permanently living at the same address. This includes a step-brother, step-sister, half-brother or half-sister permanently living at the same address.

• **BRAMPTON ‘THE ELLIS’ CHURCH OF ENGLAND PRIMARY SCHOOL**

Criteria for Admission

Children who have an Education, Health and Care Plan (EHCP) that names the school as the most appropriate educational setting will gain a place at the school through the EHCP process.

Category One

Children who are in Public Care (Looked After Children) or have previously been in public care.

Category Two

Children who will have an elder brother or sister in this school or Brampton the Ellis Junior School at the anticipated time of admission.

Category Three

The children of parent(s) carer(s) who are resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and

1. regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in Church.

2. regularly and frequently attend another Church of England church on a Sunday.
3. regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
4. whose parent(s)/carer(s) are active members of other World Faiths.
5. whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Four

The children of parent(s)/carer(s) who are not resident within the ecclesiastical parish of Christ Church, Brampton Bierlow and

- 1 regularly and frequently attend Christ Church Brampton Bierlow excluding school assemblies held in Church.
2. regularly and frequently attend another Church of England church on a Sunday.
3. regularly and frequently attend another Christian denomination participating in 'Churches Together in England' on a Sunday.
4. whose parent(s)/carer(s) are active members of other World Faiths.
5. whose parent(s)/carer(s) are seeking a Christian environment for their child's education.

Category Five

Any other children's applications not falling within Categories 1 - 4.

Should the admission number be reached mid category, applications in that category will be prioritised by the measurement of the distance in a straight line between the pupil's home and the school. The shortest distance having the highest priority. Any distance measurement will be undertaken by the Local Authority.

Brother/Sister

For the sibling (brother or sister) criterion to be applicable one of the following conditions must exist:

- brother and/or sister to be permanently resident at the same address.
- stepbrother and/or stepsister to be permanently resident at the same address.
- half-brother and/or half-sister to be permanently resident at the same address.
- brother and/or sister who do not live at the same residence but, who share the same parent.

Definition of Regular Church Attendance

Regular and frequent attendance by children is defined as attendance at a Church of England Church or another Christian denomination participating in "Churches Together in England" for the equivalent of at least once a month over the last 12 months.

• LAUGHTON ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

Criteria for Admission

Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

Oversubscription Criteria:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission

4. Children of parents/carers (see definition 2) who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly (see definition 3) attend the parish church of All Saints', St Leonards or St Simon & St Jude.
5. Children who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend the parish church of All Saints', St Leonards or St Simon & St Jude.
6. Children of parents /carers who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who reside in the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who are resident in the parishes of Laughton.
9. Children who are resident in the parishes of Dinnington & Thurcroft.
10. Children who reside outside the parishes of Laughton, Dinnington or Thurcroft and regularly attend a Christian denomination participating in 'Churches Together in England'
11. Children of staff of the school (see definition 6)
12. All other children

Definitions

Definition 1 - Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

Definition 2 - Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 3 - Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

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

Definition 4 - Churches Together in England

Ref: www.churches-together.org.uk. Please refer to the website for an up to date list.

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 - Children of Staff at School

Children of staff

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

• **THRYBERGH FULLERTON CHURCH OF ENGLAND PRIMARY SCHOOL**

Criteria for Admission

Category One

- 1(a) Children who are in Public Care (Looked After Children).
- 1(b) Children with a statement of Special Educational Need/Education, Health and Care Plan with the school named will be admitted by law.

Category Two*

The children of parents/carers who are resident within the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

1. where the parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts and where the child will have an elder brother or sister in school at the anticipated time of admission.
2. whose parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts.
3. where the parents/carers regularly and frequently attend another Church of England church and where the child will have an elder brother or sister in school at the anticipated time of admission.
4. whose parents/carers regularly and frequently attend another Church of England church.
5. where the parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
6. where the parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'.

Category Three*

The children of parents/carers who are resident outside the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

1. where the parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts and where the child will have an elder brother or sister in school at the anticipated time of admission.
2. whose parents/carers regularly and frequently attend the parish churches of Thrybergh or Hooton Roberts.
3. where the parents/carers regularly and frequently attend another Church of England Church and where the child will have an elder brother or sister in school at the anticipated time of admission.
4. where the parents/carers regularly and frequently attend another Church of England Church.
5. whose parents/carers regularly and frequently attend another Christian denomination participating in "Churches Together in England" and where the child will have an elder brother or sister in school at the anticipated time of admission.
6. whose parents/carers regularly and frequently attend another Christian denomination participating in 'Churches Together in England'.

Category Four

The children of parents/carers who are resident within the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

1. where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Children of staff where:
 - a. the member of staff has been employed at the school for a year or more at the time at which the application for admission to the school is made and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. whose parents/carers wish their child to attend this DSAT Academy.

Category Five

The children of parents/carers who are resident outside the ecclesiastical parishes of Thrybergh and Hooton Roberts and:

1. where the child will have an elder brother or sister in school at the anticipated time of admission.
2. Children of staff where:
 - a. the member of staff has been employed at the school for a year or more at the time at which the application for admission to the school is made and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. whose parents/carers wish their child to attend this DSAT Academy.

When deciding between applicants with otherwise equal entitlement to a place, the governors will take into account where the applicants live and give priority to applicants who live the shortest walking distance to the school using public roads and footpaths.

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

Tie-Breaker (Distance)

If the admission number is reached mid-category, applications in that category will be prioritised by the measurement of distance from the child's ordinary place of residence to the school gates, with the shortest distance having the highest priority. When measuring distance, the Governing Body will measure the shortest walking distance to the school using public roads and footpaths.

In Year Transfers

The Local Authority will co-ordinate in year transfers for our schools in 2024-25.

Church Attendance

Parent/carers whose application is based on membership of a Christian denomination should enclose a letter of support from their priest/minister. The letter should include how long they have been attending the place of worship and the average frequency of such attendance:

1. more than weekly
2. weekly
3. more than monthly
4. monthly
5. quarterly

Notes:

The ecclesiastical parish of Hooton Roberts refers to the ancient parish boundaries in place at the time of the demise of the Hooton Roberts school.

The waiting list will be operated in accordance with the Rotherham Authority Scheme and detailed in the Admissions booklet.

Definitions

Definition 1 – Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Definition 2 – Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

Definition 3 – Regular and Frequent Church Attendance

Regular and frequent 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.

Parents/carer whose application is based on attendance at a church of Christian denomination should submit the Minister/Religious Leader Reference Form available with the Common Application Form.

Definition 4 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

• **TREETON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

Criteria For Admission

Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

Oversubscription Criteria

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)

In service children who return to the UK and who the Ministry of Defence instruct the school to take by letter must be admitted.
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Treeton (see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
5. Children who reside in the parish of Treeton(see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team

6. Children of parents /carers who reside in the parish of Treeton(see definition 6), and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
7. Children who reside in the parish of Treeton(see definition 6) and regularly (see definition 3) attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
8. Children who are resident in the parish of Treeton(see definition 6)
9. Children of parents/carers (see definition 2) who reside outside the parish of Treeton(see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
10. Children who reside outside the parish of Treeton(see definition 6) and regularly (see definition 3) attend any of the services within any of the churches of the benefice of the Rivers Team
11. Children of parents/carers (see definition 2) who reside outside the parish of Treeton (see definition 6) and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
12. Children who reside outside the parish of Treeton (see definition 6) and regularly attend a Christian Denomination participating in 'Churches Together in England' (see definition 4)
13. All other children

Definitions

Definition 1 - Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

Definition 2- Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister / Religious Leader Reference Form available with the Common Application Form. Regular attendance at any of the services within any of the churches of the benefice of the Rivers Team (including Messy Church) is regarded as regular church attendance. The benefice of the Rivers Team includes Treeton, Brinsworth, Catcliffe, Tinsley and Waverley

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list

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

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 – Parish of Treeton

The geographical catchment area as defined by the Local Authority

- ***TRINITY CROFT CHURCH OF ENGLAND PRIMARY ACADEMY***

Admission Arrangements for 2024/25 currently unavailable.

Please contact the school for information or visit their website - www.trinitycroft.co.uk

- ***WATH CHURCH OF ENGLAND PRIMARY SCHOOL***

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5 – Looked after children)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in the parish of Wath and regularly (see definition 3) attend the parish church of All Saints.
5. Children who reside outside the parish of Wath and regularly attend the parish church of All Saints
6. Children of parents /carers who reside in the parish of Wath and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4)
7. Children who are resident in the parish of Wath.
8. Children who reside outside the parish of Wath and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children of staff of the school (see definition 6)
10. All other children

Definitions

Definition 1 - Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address

Definition 2 - Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months. Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk. Please refer to the website for an up to date list.

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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) at the time an application for admission to the 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. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 - Children of Staff at School

Children of staff

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

• ST ALBAN'S CHURCH OF ENGLAND PRIMARY, WICKERSLEY

Criteria for Admission

1. Children in care / Looked after children and children who were previously in Care/ Looked after. (see definition 1)
2. Children with special medical or social circumstances where these needs can only be met at this school. (see definition 2)
3. Children who have an elder brother/sister (see definition 3) attending the school at the time of anticipated admission.
4. Children of staff (see definition 7)
5. Children whose parents/carers who reside in the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 6).
6. Children whose parents/carers reside outside the ecclesiastical parish of Wickersley and regularly attend a Christian denomination participating in 'Churches Together in England'
7. Children whose parents/carers are resident in the ecclesiastical parish of Wickersley.
8. All other children.

Definitions

Definition 1 – Looked After Children

A 'relevant Looked After Child' is a child that is looked after by a local authority in accordance with Section 22 of the Children's 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.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2 – Children with Special Medical or Social Circumstances

This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.

Definition 3 – Brother/Sister

Brother or sister means sibling, 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 4 – 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 5 – 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 twice a month over the last 12 months (calendar year January – December in the year preceding entry in FS2). In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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 6 – Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list.

Definition 7- Children of staff at school

Children of staff:

Where the member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made and / or

The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

ADMISSIONS CRITERIA - CATHOLIC PRIMARY SCHOOLS 2024/25

• ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, DINNINGTON

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (See Note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish(es) of St Joseph's. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- i. Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- ii. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8)
- iii. In each of the above categories priority in each category is given to those already attending St Joseph's EYFS1 ahead of those attending other nursery providers after children in (i) and (ii) above

Notes which form part of the oversubscription criteria can be found at the end of this Appendix.

• ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, RAWMARSH

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)

2. Catholic children who are resident in the parish of St Joseph's Catholic Church. (see notes 3 & 10)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Siblings (see note 8)
9. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10).
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes which form part of the oversubscription criteria can be found at the end of this Appendix.

• **ST BEDE'S CATHOLIC PRIMARY SCHOOL, A VOLUNTARY ACADEMY**

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish(es) of St Bede's. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)

- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8)
- (iii) In each of the above categories priority in each category is given to those already attending St Bede's EYFS1 ahead of those attending other nursery providers after children in (i) and (ii) above

Notes which form part of the oversubscription criteria can be found at the end of this Appendix.

• **ST. GERARD'S CATHOLIC PRIMARY SCHOOL**

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish(es) of St Gerard's and Blessed Trinity. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes which form part of the oversubscription criteria can be found at the end of this Appendix.

• **ST MARY'S CATHOLIC PRIMARY SCHOOL HERRINGTHORPE**

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or

Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parishes of the Immaculate Conception and Blessed Trinity, Wickersley. (see notes 3 & 11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

Notes which form part of the oversubscription criteria can be found at the end of this Appendix.

• ST MARY'S CATHOLIC PRIMARY SCHOOL, MALTBY

Admission Arrangements for 2024/25 currently unavailable.
Please contact the school for information or visit their website:
<https://www.stmarysmaltby.co.uk/>

• OUR LADY AND ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2 & 3)
2. Catholic children who are resident in the parish(es) of St. Joseph's Wath. (see notes 3 & 11)
3. Other Catholic children. (see note 3)

4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
8. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

NOTES - THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA FOR THE CATHOLIC PRIMARY SCHOOLS ABOVE

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. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.
A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest [who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church].
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
7. 'children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. brother or sister' includes:
 - 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
 - the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
11. For the purposes of this policy, parish boundaries are used. Details of the parish boundaries are available from the school and will be applied to the admission arrangements for 2024/2025.
12. A child's "Home Address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

APPENDIX B

THE ADMISSIONS CRITERIA FOR ACADEMY SCHOOLS IN ROTHERHAM

Where a school is an academy, the admission authority is the Academy Trust and they are responsible for agreeing the admissions arrangements and criteria for their school(s).

Please read the full Admission Arrangements for your preferred school(s), which should be published on the school website, in conjunction with the following information and Sections 5 and 6 of this booklet:-

The majority of Rotherham Academies have chosen to adopt the Local Authority admissions criteria within their admission arrangements to determine eligibility for a place at their school for entry to Reception in 2024/25. The responsibility for determining eligibility under the admissions criteria however remains, with the Academy Trust as the Admission Authority.

Co-ordinated Scheme for Admission Arrangements

In order to provide every parent with an offer of one single place, Rotherham Authority will liaise with the Admission Authorities of academy schools within the Rotherham area and with neighbouring Local Authorities. Rotherham Authority will notify parents of children resident in Rotherham of the outcome of their application on behalf of each Admission Authority on the national offer day of 16th April 2024.

For the schools listed below the Academy Trusts have chosen to determine eligibility for a place at their schools in 2024/25 by use of the admissions criteria which follows:-

Anston Brook Primary	Listerdale Junior Academy
Anston Greenlands Primary	Lilly Hall Academy
Anston Hillcrest Primary	Maltby Manor Academy
Anston Park Infant	Maltby Redwood Academy
Aston Hall Junior & Infant	Meadow View Primary
Aston Lodge Primary	Monkwood Primary
Aughton Junior Academy	Ravenfield Primary
Bramley Grange Primary	Rawmarsh Ashwood Primary
Brampton Cortonwood Infant	Redscope Primary
Brinsworth Howarth Primary	Rockingham Junior & Infant
Brinsworth Whitehill Primary	Roughwood Primary
Brookfield Junior Academy	Sandhill Primary
Canklow Woods Primary	Springwood Junior Academy
Coleridge Primary	St Ann's Primary
Dinnington Community Primary	Swinton Fitzwilliam Primary
East Dene Primary	Swinton Queen Primary
Eastwood Village Primary	Thorpe Hesley Primary
Ferham Primary	Thrybergh Primary
Flanderwell Primary	Thurcroft Infant
Foljambe Primary Academy	Wath Central Primary
Greasbrough Primary	Wath Victoria Primary
Harthill Primary	Waverley Junior Academy
Highfield Farm Primary	Wentworth C.E. Junior & Infant
Kilnhurst Primary	Whiston Junior & Infant
Kilnhurst St Thomas CE Primary	Whiston Worrygoose Junior & Infant
Kiveton Park Infant	Wickersley Northfield Primary
Laughton Junior & Infant	Woodsetts Primary

ADMISSIONS CRITERIA FOR THE SCHOOLS LISTED ABOVE

After the allocation of places to children with an EHCP naming the school, remaining places will be allocated in the following order of priority for each school:-

- 1 Relevant Looked After Children and previously looked after children (see note (a) Section 5 page 38).

- 2 Children who, on 15th January 2024, have a specific medical reason, confirmed by a medical practitioner, which the Admission Authority is satisfied makes attendance **at that particular** school essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2024, have a compelling social reason which the Admission Authority is satisfied makes attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application.
Please note: Very few cases are agreed annually on social and medical grounds.
- 4 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2024 (see notes (b) and (c) Section 5 page 38)
- 5 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Admission Authority (see note (b) Section 5 page 38)
- 6 Children who, on 15th January 2024, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2024 (see note (c) Section 5 page 38)
- 7 Children who, on 15th January 2024, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

ADMISSIONS CRITERIA FOR ENTRY TO YEAR 3

For the Junior schools listed below, eligibility for a place in Year 3 in September 2024 will be decided by use of the admissions criteria stated as determined by the relevant Admission Authority:-

Brinsworth Manor Junior
Herringthorpe Junior
Kiveton Park Meadows Junior

Sitwell Junior
Thurcroft Junior Academy

- 1 Relevant Looked After Children and previously looked after children (see note (a) Section 5 page 38).
- 2 Children who, on 15th January 2024, have a specific medical reason, confirmed by a medical practitioner, which the Admission Authority is satisfied makes attendance **at that particular** school essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2024, have a compelling social reason which the Admission Authority is satisfied makes attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application.
- 4 Children in attendance in Year 2 at the associated Infant School.
- 5 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 4-6 at the start of the academic year 2024 (see notes (b) and (c) Section 5 page 38)
- 6 Children who, on 15th January 2024, live in the catchment area of the school as defined by the Admission Authority (see note (b) Section 5 page 38)
- 7 Children who, on 15th January 2024, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 4-6 at the start of the academic year 2024 (see note (c) Section 5 page 38)
- 8 Children who, on 15th January 2024, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

ADMISSIONS CRITERIA FOR OTHER ACADEMY TRUST SCHOOLS

The Academy Trusts of the schools not previously referred to in Appendix **A** or **B** have chosen to determine eligibility for a place at their schools in 2024/25 by use of the admissions criteria shown below for each school.

Please read the full Admission Arrangements for your preferred school(s), which should be published on the school website, in conjunction with the following information and Section 5 of this booklet.

• **MALTBY CRAGS COMMUNITY SCHOOL**

6 Allocation of places

- 6.1 Craggs Community School published admission number (PAN) for entry is 45.
- 6.2 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.
- 6.3 Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 6.4 Any parent(s)/carers whose child is not offered a primary school place for which they have applied has the right of appeal to an independent appeals panel.

7 Oversubscription criteria

- 7.1 The following criteria apply to all of the schools in Nexus MAT:
 - 7.1.1 All children whose education, health and care (EHC) plan names an academy will be admitted before any other places are allocated.
- 7.2 In the event that Craggs Community School receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.
- 7.3 Highest priority will be given to 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 (see section 3 above). 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).
- 7.4 Priority will next be given to children with a sibling attending the school at the time of application (excluding nursery). 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.
- 7.5 Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured as part of Rotherham Council's processes using geographical information systems and "seed points" for each address from Ordnance Survey.
- 7.6 Tie break - In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

- 7.7 Distance will be measured in a straight line from the child's home address to the school's front gates. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.
- 7.8 Where the distance between 2 or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.
- 7.9 The random allocation process is the drawing of random sealed envelopes with name of one child per envelope.

- ***Catcliffe Primary School***
- ***High Greave Infant School***
- ***High Greave Junior School***
- ***Swallownest Primary School***

Admission Arrangements for 2024/25 for the schools above are currently unavailable.
Please contact your preferred school direct for information or visit their website: -

Catcliffe Primary - The LEARNERS' Trust (thelearnerstrust.org)

High Greave Infants - The LEARNERS' Trust (thelearnerstrust.org)

High Greave Juniors - The LEARNERS' Trust (thelearnerstrust.org)

www.swallownestprimary.org