# Admission to Primary School

## and other general information

School Year | September 2026 to July 2027




City of Doncaster Council

www.doncaster.gov.uk/admissions

**Possible Changes After Publication**
The information given in this booklet has been checked and at the time of writing (September 2025) is as accurate as can be. Unavoidable changes may however occur between this date and the date of admission to school in September 2026.

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

You will be given your decision on offer day.

If you do not have Internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this.

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

## Important!

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

You can apply on-line or make any changes to your application until 15 January 2026.

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

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

## Important!

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

## Co-ordination

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

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

The home authority then offers one place in accordance with its published scheme.
In Doncaster, this is at the school which you ranked highest on your application at
which the pupil is eligible for a place.
Residents of other areas should see Appendix 5 for more information.

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# What you need to do – a summary

**Year of Entry Admissions – to start in September 2026**
Pupils with dates of birth 1 September 2021 to 31 August 2022

- **It is very important that you read the booklet!**
- **Apply online at www.doncaster.gov.uk/admissions**

- Choose up to three schools and rank them in order on the application (include preferred schools **outside Doncaster**).
- If one of your choices is for a **Roman Catholic** school:
  Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.
- If one of your choices is for a **Church of England** school:
  Complete, sign and return the related additional form to the requested school and attach a certificate where necessary.

Submit your application by **15 January 2026** and make sure you receive your email to confirm this.

## Decisions will be emailed on 16 April 2026

## Important!

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

# Key Phrases

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

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

**In Year Transfers**
These are applications for a place in a school's year of entry after September and for admission to all other year groups.

**Application**
This is the ONLINE application form for you to apply.

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

**Doncaster/The Council**
Any references contained within the booklet to 'Doncaster' or 'the council' means the area covered by City of Doncaster Council.

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

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

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

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

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

**Preferred Schools (Preference)**
You may list up to three schools which you **would wish your child to attend** on your application.

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

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

# Part 1 Enquiries and Feedback

### General Enquiries

The council is determined to provide the best service possible within available resources. The service will continue to improve more quickly if you, the customer, give us your views, and tell us what we are doing wrong and what we are doing right. We are keen to have your views, or suggestions, about:

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

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

**City of Doncaster Council**
**Civic Building**
**Waterdale**
**Doncaster**
**DN1 3BU**

**Web: www.doncaster.gov.uk**

### Admission Enquiries

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

**Telephone: 01302 737262**
**Email: admissions@doncaster.gov.uk**

### Contacting Schools

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

### Concerns about School

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

# Part 2 Information about Schools

### Pyramids and Catchment Areas

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

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

### In Doncaster there are:

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

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

### Community Schools

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

### Voluntary Aided Schools

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

### Academies

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

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

### Schools Outside Doncaster

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

### Change of School Status

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

## Admission Numbers

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

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

The admission number for September 2026 for each school is given in Appendix 3.

## Contacting Schools

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

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

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

## School Performance Tables

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

# Part 3 Making an Application

### Year of Entry Admissions – to start in September 2026

Part 3 gives advice about when a child becomes statutory school age and the application process for them to start in a schools year of entry in September 2026, i.e.

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

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

### When to Apply – Admission into Reception Classes

Schools in Doncaster admit children to reception classes in September at the start of the school year if they have had their fourth birthday on or before 31 August, i.e. children with dates of birth from 1 September 2021 to 31 August 2022 will be admitted to reception classes in schools during September 2026.

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

**Important!**

**The closing date is 15 January 2026**

### Why should I apply?

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

### Deferred Entry

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

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

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the admission authority, responsible for admission to the school will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent. If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).
Further guidance and the form can be found at:
https://www.doncaster.gov.uk/services/schools/primary-admissions

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

## Remember!

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

**When To Apply – Transferring To A Junior School (Year 3)**
Children in Year 2 of an infant school will normally transfer to Year 3 in a Junior school and will start in September 2026.

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

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

## Important!

**The closing date is 15 January 2026**

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

# How To Apply

**Where do I apply to?**
Depending on where you live and which schools you wish to apply for will decide;

- Which local authority to apply to;
  Which additional information form(s) to complete.

- **If you live in Doncaster**

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

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

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

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

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

## Is the order I put the schools in important ?

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

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

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

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

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

**Which additional information form do I complete?**
This depends upon which school you are applying for.
There are separate additional information forms for Catholic Schools and Church of England Schools.

**Why should I apply?**
Apply to have the best chance of getting a place at your preferred school.
Any delay may mean the places are filled and a place may not be available for your child.

## Make sure you submit your completed application and receive an email to confirm this by 15 January 2026

## Important!

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

**What happens if I don't apply?**
Your preferred school may be filled and your child will not then be able to attend that school.
If you are resident in Doncaster and your child is in an infant school, we will write to you and allocate your child a place at a school, which has places left. This will be done after all applications have been processed.

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

**What do I do if my child or their sibling changes school?**
You must tell City of Doncaster Council's School Admission Team, either by telephone or in writing.

**What happens to my application?**
With co-ordination, there will be two stages:

**Stage 1**
Will be about **eligibility for a place,** and this will be decided by individual admission authorities

**Stage 2**
Will be **the offer of a place,** and this will be at the highest ranked school on your application at which your child was eligible for a place. If we are unable to offer a place at any of your three preferred schools your child will be allocated a place at an alternative school.

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

# Stage 1 Eligibility for a place

All Admission Authorities are required to have a policy which describes how places in schools are allocated.
Each authority will consider your application carefully and fairly and decide whether or not you are **eligible for a place** according to the policies and criteria described in Appendix 4.

**How are applications decided?**
The procedure for deciding eligibility is in line with policies and criteria agreed by the relevant Admission Authorities in accordance with statutory guidance and the Department for Educations School Admissions Code.

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

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

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

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

## Important!

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

# Stage 2 The offer of a place

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

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

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

**E** = Your child is eligible for a place

**Summary of Decisions**

Response emailed from Council on 16 April 2026

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

## Important!

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

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

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

**What happens if my child is refused a place?**
Your child's name may be added to a waiting list. You will also be able to appeal to an Independent Appeals Panel against any decision made in relation to your application.

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

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

## For Doncaster residents

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

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

**Places are allocated on the following basis:**

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

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

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

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

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

**False Information**

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

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

# The Right Of Appeal

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

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

**Reason 1**
The number of applications exceeded the admission number of the school. To admit any further pupils would prejudice the provision of efficient education or the efficient use of resources.

**Reason 2**
You were offered a place at a higher ranked school on your application form.

**Brief guide to the appeal process**

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

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

- The decision of the Appeals Panel is binding upon both parents and the admission authority,
- In some cases parents who are not successful at the appeal, occasionally consider applying again for the same school in the same academic year. Unless there has been a significant change in the circumstances of the parent(s) and/or the school, the admission authority is not required to reconsider its decision and you will not have the right to another appeal.
- Where information was known at the time of the original appeal, but parents chose not to use it, this will not be considered at a later date as additional information or a change of circumstances.

**Hearing Dates**

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

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

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

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

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

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

- **Community Schools**

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

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

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

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

- **Aided Schools**

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

- **Academies**

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

**What do I do if I change my mind before 15 January 2026**
You may be able to make changes to your online application form by logging back into your account and editing your application (you MUST re-submit your application and ensure you receive your confirmation email) or by contacting the Admissions Team - see details below.

You can contact the Admissions Team on **01302 737262 or email admissions@doncaster.gov.uk for further advice.**

**What do I do if I change my mind after 15 January 2026**
An application submitted after 15 January 2026 will be dealt with as a late application, after all those received by that date are considered.

No decision will be taken until after the announcement date of 16 April 2026.

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

**How do I apply for a place outside Doncaster?**
If you live in Doncaster, include it in your application.

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

**What if I live outside Doncaster?**
Contact your home authority and fill in their Application.

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

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

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

# Part 4 In-Year Transfers

This section only applies to applications for Doncaster schools:
- for a place in Reception or year 3 in a Junior school after 1 September 2026, or
- for admission to all other year groups.

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

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

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

### What happens if the application is refused?
You will be offered the right of appeal to an Independent Appeals Panel.

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

## Part 5 Transfer between Schools for Children with Special Educational Needs

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

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

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

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

### Children without an Education, Health and Care Plan
If you are concerned about the admission to or transfer of schools for your child who has special educational needs but not an Education, Health and Care Plan you should first discuss your concerns with your child's current Headteacher. You can ask to meet the SENCO of the school you are considering for your child. He or she will be able to supply you with a copy of the school's Special Educational Needs Policy and describe the types of support available within that school. Arrangements can also be made, if necessary and with your permission, for the transfer school SENCO to discuss your child's particular needs with his/her current school.

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

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

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

## Part 6 General Information

### Aid to Pupils

### Entitlement to free school meals.

You can get free school meals for your child if:

- you get Income Support or income based Jobseeker's Allowance, income related Employment and Support Allowance: or
- you get Child Tax Credit, but you do not get Working Tax Credit and your income does not exceed the relevant threshold; or

- you get support under part 6 of the 1999 Immigration and Asylum Act
- guaranteed element of State Pension Credit

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

### Transport to and from School

City of Doncaster Council, in conjunction with the other South Yorkshire Authorities and South Yorkshire Mayoral Combined Authority (SYMCA) have created a Youth Charter which promotes positive behaviour when travelling on public transport to school and outlines everyone's role and responsibilities when using these services. Further details can be found at: www.travelsouthyorkshire.com/en-gb/journeyplanning/youth-charter. Additionally, further information about the availability and entitlement to home to school transport is available in the Council's home to school transport policy which can be found at: www.doncaster.gov.uk/services/schools/education-transport

A copy of the council's Home to School Travel Assistance Policy is also available from the Travel Assistance Service, telephone 01302 737074.

#### Free Transport

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

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

**Families on Low Income**
In addition to the above the following categories of entitlement to free transport have been introduced for families on low income (i.e. pupils in receipt of Free School Meals or families on Maximum Working Tax Credit or Universal Credit).

Primary Pupils aged 8 –11
- attending the nearest school and the distance is over 2 miles from home.

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

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

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

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

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

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

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

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

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

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

**Further Information**

If you require any further information about transport please contact City of Doncaster Council's Travel Assistance Service at transport@doncaster.gov.uk or telephone 01302 737074.

**Charges For School Activities**
Where education is provided wholly or mainly during school hours it should be free.
This applies to all events and activities. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or for visits to museums etc.
However, schools may ask parents for a voluntary contribution towards:

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

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

**1 Residential Trips**
Schools are able to charge parents for board and lodging costs for residential trips.
The exceptions are parents who receive:

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

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

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

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

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

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

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

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

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

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

**Education Other Than At School**
The way in which the Council currently provides education other than at school is as follows:-

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

**The Levett School, lower site** (Reception to Year 6)
**Maple Medical** incorporates Hospital Teaching and the Link Centre.
**Inclusion Panel** - Pupils can be referred to panel to access high quality, bespoke provision to include therapeutic intervention. The provision is quality assured and managed on a clear framework, it is time-bound, LA monitored and reviewed and requires the full commitment and involvement of the referring school.

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

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

Information can be found here:

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

You can contact APWS by email: APWS@doncaster.gov.uk or by telephoning the duty line: 01302 736504.

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

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

## Importance of Regular Attendance at school

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

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

You can read the government guidance here: www.gov.uk/school-attendance-absence

## Leave of Absence (holiday)

All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by Local Authorities and Special Schools not maintained by Local Authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school. Where the Headteacher does not authorise your request, the absence will be marked as an unauthorised holiday and the school will ask us to issue you with an Educational Penalty Notice. If you have enquiries regarding attendance, you should contact your child's school in the first instance so they can work with you to support your child to attend and engage fully in learning.

## Parent Partnership Service

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

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

  The Service may be contacted on 01302 736920 and you can find further information at www.doncaster.gov.uk/services/schools/sendias

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

## Responsibilities Of Parents

### Children Act 1989 and the Adoption and Childrens Act 2002

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

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

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

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

### School Governors

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

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

### School Meals

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

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

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

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

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

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

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

**School Milk**

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

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

# Appendix 1 Map of Doncaster




## Guide to Pyramids of Doncaster Schools

| | | |
|---|---|---|
| 1 Adwick | 8 Edlington | 15 Ridgewood |
| 2 Armthorpe | 9 Hall Cross | 16 Thorne |
| 3 Balby | 10 Hatfield | 17 McAuley (covers the whole of the Doncaster Area) |
| 4 Campsmount | 11 Hayfield | |
| 5 Conisbrough | 12 Hungerhill | 18 XP School & XP East (prioritises DN1–12 and S64 postcodes) |
| 6 Danum | 13 Mexborough | |
| 7 Don Valley | 14 Rossington | |

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

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

# Appendix 2 List Showing School Links

| Nursery | Infant | Junior | Secondary | 6th Form |
|---|---|---|---|---|

## Adwick Pyramid

Owston Park Primary Academy

Carcroft School

Adwick Primary School

Outwood Academy Adwick

Outwood Primary Academy Woodlands

Highfields Primary Academy

Hooton Pagnell All Saints C of E Primary

## Armthorpe Pyramid

Armthorpe Shaw Wood Academy

Armthorpe Academy

Tranmoor Primary

Southfield Primary School

## Balby Pyramid

Balby Central Primary Academy

Waverley Academy

Astrea Academy, Woodfields

The Mallard Academy

Woodfield Primary School

Hexthorpe Primary School

Carr Lodge Academy

## Campsmount Pyramid

Askern Littlemoor Infant Academy

Spa Academy Askern

Campsmount Academy

Askern Moss Road Infant

Norton Infant School

Norton Junior School

| Nursery | Infant | Junior | Secondary | 6th Form |
|---|---|---|---|---|

## Conisbrough Pyramid

- Denaby Main Primary Academy
- Rowena Academy
- Morley Place Academy
- Conisbrough Ivanhoe Primary Academy
- Castle Academy

→ De Warenne Academy

## Danum Pyramid

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

→ Outwood Academy, Danum

## Don Valley Pyramid

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

→ Don Valley Academy

## Edlington Pyramid

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

→ Sir Thomas Wharton Academy

| Nursery | Infant | Junior | Secondary | 6th Form |
|---|---|---|---|---|

## Hall Cross Pyramid

Lakeside Primary School

Atlas Academy

Bessacarr Primary School

Willow Primary School

Hawthorn Primary School

Hatchell Wood Primary Academy

Hall Cross Academy

## Hatfield Pyramid

Long Toft Primary School

Travis St Lawrence C of E Primary

Stainforth Kirton Lane Primary School

Sheep Dip Lane Academy

Crookesbroom Primary Academy

Hatfield Woodhouse Primary School

Dunsville Primary School (Joint)

Ash Hill Academy

## Hayfield Pyramid

Auckley School

Bawtry Mayflower Primary School

Branton St Wilfrid's C of E Primary School

St Oswald's C of E Academy

Hayfield Lane Primary School

The Hayfield School

| Nursery | Infant | Junior | Secondary | 6th Form |
|---|---|---|---|---|

## Hungerhill Pyramid

- Barnby Dun Primary Academy
- Kirk Sandall Infant
- Kirk Sandall Junior
- Edenthorpe Hall Primary Academy
- Canon Popham C of E Primary Academy
- Dunsville Primary School (Joint)

→ Hungerhill School

## McAuley Pyramid

- Our Lady of Sorrows Catholic Voluntary Academy
- Our Lady of Perpetual Help Catholic Primary School
- St Mary's Catholic Primary School, Edlington
- Our Lady of Mount Carmel Catholic Primary
- St Joseph's School, A Catholic Voluntary Academy
- Holy Family Catholic Primary School - A Voluntary Academy
- St Francis Xavier Catholic Primary School
- St Joseph and St Teresa's Catholic Primary School
- St Peter's Catholic Primary School
- St Joseph's Catholic Primary, Retford
- St Patrick's Roman Catholic Primary, Harworth

→ The McAuley Catholic High School – A Catholic Academy

## Mexborough Pyramid

- New Pastures Primary School - Academy
- Montagu Academy
- Highwoods Academy
- Mexborough St John The Baptist CofE Primary School Windhill Primary School

→ The Laurel Academy

| Nursery | Infant | Junior | Secondary | 6th Form |
|---|---|---|---|---|

## Ridgewood Pyramid

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

## Rossington Pyramid

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

## Thorne Pyramid

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

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in [illegible] | Number on Roll in Summer 2025 | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second | | Third | | | Appeals | |
| | | | | | | | | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Adwick Primary School | Stafford Road, Woodlands, Doncaster, DN6 7LW | 01302 723568 | Academy | 1 | 4 to 11 | 60 | 335 | 40 | | 2 | | | | 1 | | |
| Arksey Primary School | Ings Way, Arksey, Doncaster, DN5 0TE | 01302 874432 | Community | 7 | 4 to 11 | 20 | 74 | 8 | | | | | | | | |
| Armthorpe Shaw Wood Academy | Mere Lane, Armthorpe, Doncaster, DN3 2DG | 01302 831307 | Academy | 2 | 4 to 11 | 60 | 399 | 46 | | | | | | | | |
| Askern Littlemoor Infant Academy | Alfred Road, Askern, Doncaster, DN6 0PZ | 01302 701353 | Academy | 4 | 4 to 7 | 60 | 132 | 31 | | | | | | | | |
| Askern Moss Road Infant Academy | Moss Road, Askern, Doncaster, DN6 0NE | 01302 700287 | Academy | 4 | 4 to 7 | 40 | 95 | 29 | | | | | | 1 | | |
| Atlas Academy | Prospect Place, Hyde Park, Doncaster, DN1 3QP | 01302 363612 | Academy | 9 | 4 to 11 | 60 | 390 | 34 | | | | | | 2 | | |
| Auckley School | School Lane, Auckley, Doncaster, DN9 3JN | 01302 770701 | Academy | 11 | 4 to 11 | 30 | 219 | 30 | 3 | | | | | | | 1 |
| Balby Central Primary Academy | Littlemoor Lane, Balby, Doncaster, DN4 0LL | 01302 321914 | Academy | 3 | 4 to 11 | 60 | 409 | 38 | | 2 | | | | 1 | | |
| Barnburgh Primary School | Church Lane, Barnburgh, Doncaster, DN5 7EZ | 01709 893125 | Academy | 15 | 4 to 11 | 30 | 203 | 30 | 5 | | | | | | | 2 |

**APPENDIX 3**

# ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Preferences | | | | | | | | |
| | | | | | | | | First | | Second | | Third | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Barnby Dun Primary Academy | Church Road, Barnby Dun, Doncaster, DN3 1BG | 01302 883917 | Academy | 12 | 4 to 11 | 40 | 248 | 32 | | 2 | | | | | | |
| Bawtry Mayflower Primary School | Station Road, Bawtry, Doncaster, DN10 6PU | 01302 710721 | Community | 11 | 4 to 11 | 30 | 200 | 28 | | 1 | | | | | | |
| Bentley High Street Primary School | High Street, Bentley, Doncaster, DN5 0AA | 01302 874536 | Academy | 7 | 4 to 11 | 60 | 379 | 38 | | 1 | | | | 3 | | |
| Bentley New Village Primary School | Asquith Road, Bentley, Doncaster, DN5 0NU | 01302 874385 | Community | 7 | 4 to 11 | 50 | 246 | 18 | | 1 | | | | | | |
| Bessacarr Primary School | Ellers Avenue, Bessacarr, Doncaster, DN4 7DT | 01302 535110 | Academy | 9 | 4 to 11 | 60 | 415 | 60 | 4 | | | | | | | 1 |
| Branton St Wilfrid's C of E Primary School | Valley Drive, Branton, Doncaster, DN3 3NB | 01302 537344 | VA - CE | 11 | 4 to 11 | 30 | 188 | 27 | | 2 | | | | | | |
| Brooke Primary Academy | Wike Gate Road, Thorne, Doncaster, DN8 5PQ | 01405 812200 | Academy | 16 | 4 to 11 | 60 | 304 | 30 | | | | | | | | |
| Canon Popham C of E Primary Academy | Church Balk, Edenthorpe, Doncaster, DN3 2PP | 01302 884465 | Academy CE | 12 | 4 to 11 | 30 | 209 | 30 | 7 | | | | | | | 1 |
| Carcroft School | Owston Road, Carcroft, Doncaster, DN6 8DR | 01302 722353 | Academy | 1 | 4 to 11 | 60 | 226 | 23 | | | | | | 3 | | |
| Carr Lodge Academy | Grady Drive, Balby, Doncaster, DN4 8GA | 01302 230700 | Academy | 3 | 4 to 11 | 60 | 416 | 58 | 9 | 1 | 2 | 1 | | | | 5 |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First | | Preferences Second | | Third | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in [illegible] | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Castle Academy | Station Road, Conisbrough, Doncaster, DN12 3DB | 01709 513010 | Academy | 5 | 4 to 11 | 30 | 149 | 11 | | 1 | | | | 1 | | |
| Castle Hills Primary Academy | Jossey Lane, Scawthorpe, Doncaster, DN5 9ED | 01302 780246 | Academy | 7 | 4 to 11 | 40 | 237 | 33 | | 2 | | | | 5 | | |
| Conisbrough Ivanhoe Primary Academy | Old Road, Conisbrough, Doncaster, DN12 3LR | 01709 862307 | Academy | 5 | 4 to 11 | 40 | 331 | 39 | | | | | | | | |
| Copley Junior School | Cadeby Road, Sprotbrough, Doncaster, DN5 7SD | 01302 856445 | Community | 15 | 7 to 11 | 60 | 188 | 43 | | | | | | | | |
| Crookesbroom Primary Academy | Crookesbroom Lane, Hatfield, Doncaster, DN7 6JP | 01302 841337 | Academy | 10 | 4 to 11 | 30 | 207 | 28 | | | | | | | | |
| Denaby Main Primary Academy | School Walk, Denaby Main, Doncaster, DN12 4HZ | 01709 863622 | Academy | 5 | 4 to 11 | 40 | 138 | 12 | | | | | | | | |
| Dunsville Primary School | Broadway, Dunsville, Doncaster, DN7 4HX | 01302 882958 | Academy | 12 | 4 to 11 | 40 | 253 | 26 | | | | | | | | |
| Edenthorpe Hall Primary Academy | The Drive, Edenthorpe, Doncaster, DN3 2LS | 01302 882381 | Academy | 12 | 4 to 11 | 30 | 197 | 14 | | 1 | | | | | | |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in [illegible] | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Edlington Victoria Academy | Victoria Road, Edlington, Doncaster, DN12 1BN | 01709 862175 | Academy | 8 | 4 to 11 | 60 | 271 | 25 | | 1 | | | | | | |
| Grange Lane Infant Academy | Grange Lane, Rossington, Doncaster, DN11 0QY | 01302 868378 | Academy | 14 | 4 to 7 | 60 | 177 | 60 | | | | | | | | |
| Green Top | Middlebrook Lane, Thorne, Doncaster, DN8 5NS | 01405 813181 | Academy | 16 | 4 to 11 | 60 | 387 | 43 | | | | | | | | |
| Hatchell Wood Primary Academy | Plumpton Park Road, Cantley, Doncaster, DN4 6SL | 01302 538108 | Academy | 9 | 4 to 11 | 60 | 414 | 60 | | | | | | | | |
| Hatfield Woodhouse Primary School | Main Street, Hatfield Woodhouse, Doncaster, DN7 6NH | 01302 840448 | Academy | 10 | 4 to 11 | 30 | 195 | 26 | | | | | | | | |
| Hawthorn Primary School | Elmham Road, Doncaster, DN4 6LQ | 01302 535906 | Academy | 9 | 4 to 11 | 40 | 210 | 19 | | 1 | | | | | | |
| Hayfield Lane Primary School | Hayfield Lane, Auckley, Doncaster, DN9 3NB | 01302 770427 | Community | 11 | 4 to 11 | 60 | 409 | 57 | | 1 | | | | | | |
| Hexthorpe Primary School | Urban Road, Hexthorpe, Doncaster, DN4 0HH | 01302 852245 | Academy | 3 | 4 to 11 | 90 | 401 | 34 | | 1 | | | | 5 | | |
| Highfields Primary Academy | Market Street, Highfields, Doncaster, DN6 7JE | 01302 72221 | Academy | 1 | 4 to 11 | 20 | 96 | 6 | | | | | | | | |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| | | | | | | | | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Highwoods Academy | Highwoods Road, Mexborough, S64 9ES | 01709 583273 | Academy | 13 | 4 to 11 | 30 | 181 | 18 | | | | | | | | |
| Hill Top Academy | Edlington Lane, Edlington, Doncaster, DN12 1PL | 01709 863273 | Academy | 8 | 4 to 11 | 50 | 345 | 49 | 2 | 1 | | | | | | |
| Holy Family Catholic Primary School - A Voluntary Academy | Kirton Lane, Stainforth, Doncaster, DN7 5BL | 01302 841283 | Academy RC | 17 | 4 to 11 | 30 | 181 | 21 | | 1 | | | | | | |
| Hooton Pagnell All Saints C of E Primary | Hooton Pagnell, Doncaster, DN5 7BT | 01977 642054 | Academy CE | 1 | 4 to 11 | 15 | 85 | 13 | 3 | 2 | | | | | | |
| Intake Primary Academy | Sidney Road, Intake, Doncaster, DN2 6EW | 01302 344743 | Academy | 6 | 4 to 11 | 60 | 257 | 17 | | | | | | | | |
| Kingfisher Primary Academy | Coventry Grove, Intake, Doncaster, DN2 4PY | 01302 349275 | Academy | 6 | 4 to 11 | 60 | 399 | 49 | | 1 | | | | | | |
| Kirk Sandall Infant School | Queen Mary Crescent, Kirk Sandall, Doncaster, DN3 1JT | 01302 882221 | Academy | 12 | 4 to 7 | 90 | 195 | 53 | | 1 | | | | | | |
| Kirk Sandall Junior School | Magnolia Close, Kirk Sandall, Doncaster, DN3 1JG | 01302 882827 | Academy | 12 | 7 to 11 | 90 | 340 | 60 | | | | | | | | |
| Kirkby Avenue Primary School | Kirkby Avenue, Bentley, Doncaster, DN5 9TF | 01302 782953 | Community | 7 | 4 to 11 | 50 | 315 | 35 | | | | | | 1 | | |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Lakeside Primary School | Sandy Lane, Belle Vue, Doncaster, DN4 5ES | 01302 368879 | Academy | 9 | 4 to 11 | 60 | 385 | 35 | | 1 | | | | | | |
| Long Toft Primary School | Church Road, Stainforth, Doncaster, DN7 5AB | 01302 841246 | Community | 10 | 4 to 11 | 60 | 260 | 24 | | | | | | | | |
| Marshland Primary Academy | Marshland Road, Moorends, Doncaster, DN8 4SB | 01405 812693 | Academy | 16 | 4 to 11 | 30 | 141 | 14 | | | | | | | | |
| Mexborough St John the Baptist C of E Primary School | Sedgefield Way, Mexborough, S64 0BE | 01709 582619 | Academy CE | 13 | 4 to 11 | 30 | 202 | 30 | 2 | | | | | | | |
| Montagu Academy | Park Road, Mexborough, S64 9PH | 01709 583286 | Academy | 13 | 4 to 11 | 60 | 331 | 29 | | 1 | | | | 1 | | |
| Morley Place Academy | Old Road, Conisbrough, Doncaster, DN12 3LZ | 01709 863400 | Academy | 5 | 7 to 11 | 75 | 294 | 53 | | | | | | | | |
| New Pastures Primary School - Academy | (Lower) Pitt Street, Mexborough, S64 0LT | 01709 583295 | Academy | 13 | 4 to 11 | 40 | 241 | 17 | | | | | | | | |
| Norton Infant School | Campsall Balk, Norton, Doncaster, DN6 9DG | 01302 700743 | Academy | 4 | 4 to 7 | 60 | 163 | 57 | | | | | | | | |
| Norton Junior School | Campsall Balk, Norton, Doncaster, DN6 9DG | 01302 700303 | Academy | 4 | 7 to 11 | 60 | 235 | 53 | | | | | | | | |

**APPENDIX 3**

# ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| | | | | | | | | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Our Lady of Mount Carmel Catholic Primary School | Sandringham Road, Intake, Doncaster, DN2 5JG | 01302 349743 | Academy RC | 17 | 4 to 11 | 30 | 213 | 28 | | | | | | | | |
| Our Lady of Perpetual Help Catholic Primary School | Finkle Street, Bentley, Doncaster, DN5 0RP | 01302 874291 | VA - RC | 17 | 4 to 11 | 20 | 119 | 20 | 2 | | | | | | | |
| Our Lady of Sorrows Catholic Voluntary Academy | Mere Lane, Armthorpe, Doncaster, DN3 2DB | 01302 833941 | Academy RC | 17 | 4 to 11 | 30 | 213 | 23 | | | | | | | | |
| Outwood Primary Academy Woodlands | The Crescent, Woodlands, Doncaster, DN6 7RG | 01302 722367 | Academy | 1 | 4 to 11 | 60 | 354 | 46 | | | | | | 4 | | |
| Owston Park Primary Academy | Lodge Road, Skellow, Doncaster, DN6 8PU | 01302 722271 | Academy | 1 | 4 to 11 | 60 | 394 | 60 | 2 | | | | | | | 1 |
| Park Primary School | Monmouth Road, Wheatley, Doncaster, DN2 4JP | 01302 344659 | Community | 6 | 4 to 11 | 60 | 390 | 36 | | | | | | 1 | | |
| Pheasant Bank Academy | West End Lane, Rossington, Doncaster, DN11 0LP | 01302 868252 | Academy | 14 | 7 to 11 | 100 | 361 | 86 | | | | | | | | |
| Plover Primary School | Coniston Road, Doncaster, DN2 6JL | 01302 361450 | Academy | 6 | 4 to 11 | 60 | 358 | 42 | | 1 | | | | | | |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | Other Preferences | Appeals | |
| | | | | | | | | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Richmond Hill Primary Academy | Melton Road, Sprotbrough, Doncaster, DN5 7SB | 01302 782421 | Academy | 15 | 4 to 11 | 60 | 376 | 58 | | 1 | | | | | | |
| Rosedale Primary School | Emley Drive, Scawsby, Doncaster, DN5 8RL | 01302 782744 | Academy | 15 | 4 to 11 | 30 | 159 | 14 | | | | | | | | |
| Rossington St Michael's C of E Primary School | Sheep Bridge Lane, Old Rossington, Doncaster, | 01302 868284 | Academy CE | 14 | 4 to 11 | 60 | 340 | 45 | | | | 1 | | | | |
| Rowena Academy | Gardens Lane, Conisbrough, Doncaster, DN12 3JY | 01709 863109 | Academy | 5 | 4 to 7 | 80 | 195 | 58 | | 1 | | | | | | |
| Sandringham Primary School | Sandringham Road, Intake, Doncaster, DN2 5LS | 01302 361880 | Academy | 6 | 4 to 11 | 60 | 386 | 44 | | 1 | | | | | | |
| Scawsby Saltersgate Infant School | Windsor Walk, Scawsby, Doncaster, DN5 8NQ | 01302 784429 | Community | 15 | 4 to 7 | 90 | 238 | 78 | | 4 | | | | 1 | | |
| Scawsby Junior Academy | Barnsley Road, Scawsby, Doncaster, DN5 8NQ | 01302 782100 | Academy | 15 | 7 to 11 | 90 | 357 | 85 | | | | | | | | |
| Scawthorpe Sunnyfields Primary School | Rose Crescent, Scawthorpe, Doncaster, DN5 9EW | 01302 780386 | Community | 7 | 4 to 11 | 40 | 266 | 40 | 22 | | 1 | | | | 3 | 2 |

**APPENDIX 3**

# ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in [illegible] | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Sheep Dip Lane Academy | Sheep Dip Lane, Dunscroft, Doncaster, DN7 4AU | 01302 842464 | Academy | 10 | 4 to 11 | 40 | 223 | 24 | | | | | | | | |
| Southfield Primary School | Tranmoor Lane, Armthorpe, Doncaster, DN3 3BN | 01302 831824 | Academy | 2 | 4 to 11 | 30 | 220 | 28 | | | | | | | | |
| Spa Academy Askern | Sutton Road, Askern, Doncaster, DN6 0AQ | 01302 700332 | Academy | 4 | 7 to 11 | 90 | 230 | 70 | | | | | | | | |
| Sprotbrough Orchard Infant School | Field House Road, Sprotbrough, Doncaster, | 01302 853655 | Community | 15 | 4 to 7 | 60 | 151 | 46 | | | | | | | | |
| St Alban's Catholic Primary and Nursery School | Wadworth Street, Denaby Main, Doncaster, DN12 4AQ | 01709 862298 | Academy RC | 17 | 4 to 11 | 30 | 184 | 26 | | | | | | | | |
| St Francis Xavier Catholic Primary School | Roberts Road, Balby, Doncaster, DN4 0JN | 01302 344678 | VA - RC | 17 | 4 to 11 | 30 | 208 | 30 | 9 | | | | | | | 4 |
| St Joseph & St Teresa's Catholic Primary School | Doncaster Lane, Woodlands, Doncaster, DN6 7QN | 01302 723320 | VA - RC | 17 | 4 to 11 | 20 | 135 | 20 | 4 | | | | | | | 2 |

**APPENDIX 3**

# ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in September 2026 | Number on Roll in Summer 2025 | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| | | | | | | | | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| St Joseph's School, a Catholic Voluntary Academy | Bevan Avenue, Rossington, Doncaster, DN11 0NB | 01302 868098 | Academy RC | 17 | 4 to 11 | 30 | 209 | 27 | | | | | | 1 | | |
| St Mary's Catholic Primary School, Edlington | Bungalow Road, Edlington, Doncaster, DN12 1DL | 01709 863280 | VA - RC | 17 | 4 to 11 | 30 | 185 | 13 | | | | | | | | |
| St Oswald's C of E Academy | Silver Birch Grove, Finningley, Doncaster, DN9 3EQ | 01302 770330 | Academy CE | 11 | 4 to 11 | 30 | 200 | 25 | | 1 | | | | | | |
| St Peter's Catholic Primary School | Sandy Lane, Belle Vue, Doncaster, DN4 5EP | 01302 369143 | Academy RC | 17 | 4 to 11 | 30 | 209 | 24 | | 1 | | | | | | |
| Stainforth Kirton Lane Primary School | Thorne Road, Stainforth, Doncaster, DN7 5BG | 01302 842092 | Community | 10 | 4 to 11 | 30 | 190 | 26 | | | | | | | | |
| The Mallard Academy | Cedar Road, Balby, Doncaster, DN4 9EY | 01302 859116 | Academy | 3 | 4 to 11 | 60 | 333 | 30 | | 5 | | | | 2 | | |
| Thorne King Edward Primary School | King Edward Road, Thorne, Doncaster, DN8 4BY | 01405 813522 | Community | 16 | 4 to 11 | 45 | 327 | 30 | | | | | | | | |
| Tickhill Estfeld Primary School | Common Lane, Tickhill, Doncaster, DN11 9JA | 01302 744275 | Community | 8 | 4 to 11 | 30 | 220 | 23 | | | | | | | | |

**APPENDIX 3**

## ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | First Preferences | | Second Preferences | | Third Preferences | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | Age Range | Number of Places in [illegible] | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Tickhill St Mary's C of E Primary and Nursery School | St Mary's Road, Tickhill, Doncaster, DN11 9LZ | 01302 742569 | VA - CE | 8 | 4 to 11 | 30 | 202 | 25 | | | | | | | | |
| Toll Bar Primary School | Askern Road, Toll Bar, Doncaster, DN5 0QR | 01302 874324 | Community | 7 | 4 to 11 | 30 | 172 | 13 | | 1 | | | | | | |
| Tornedale Infant Academy | Gattison Lane, Rossington, Doncaster, DN11 0NQ | 01302 868387 | Academy | 14 | 4 to 7 | 60 | 132 | 35 | | | | | | | | |
| Town Field Primary School | Thorne Road, Town Moor, Doncaster, DN1 2JS | 01302 368192 | Academy | 6 | 4 to 11 | 60 | 418 | 60 | 6 | | | | | | | 2 |
| Tranmoor Primary | Tranmoor Lane, Armthorpe, Doncaster, DN3 3DB | 01302 831720 | Academy | 2 | 4 to 11 | 60 | 368 | 46 | | | | | | | | |
| Travis St Lawrence C of E Primary School | Cuckoo Lane, Hatfield, Doncaster, DN7 6QE | 01302 840200 | Academy CE | 10 | 4 to 11 | 60 | 375 | 45 | | | | | | | | |
| Wadworth Primary School | Meadow Rise, Wadworth, Doncaster, DN11 9AP | 01302 851451 | Community | 8 | 4 to 11 | 30 | 143 | 15 | | 3 | | 1 | | 1 | | |
| Warmsworth Primary School | Mill Lane, Warmsworth, Doncaster, DN4 9RG | 01302 852200 | Community | 8 | 4 to 11 | 60 | 417 | 60 | 12 | | 1 | | | | | 4 |

**APPENDIX 3**

# ADMISSION TO PRIMARY SCHOOL 2026
## and Information on Places Offered on 16 April 2025

| | | | | | | | | Outcome of Applications Received by the Closing Date for September 2025 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Preferences | | | | | | | | |
| | | | | | | | | First | | Second | | Third | | | Appeals | |
| School Name | Address | Telephone Number | Type of School* | Pyramid Number | [illegible] | [illegible] in [illegible] | Number on Roll in Summer 2025 | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] | [illegible] |
| Waverley Academy | Douglas Road, Balby, Doncaster, DN4 0UB | 01302 853326 | Academy | 3 | 4 to 11 | 40 | 186 | 21 | | | | | | 1 | | |
| West Road Primary Academy | West Road, Moorends, Doncaster, DN8 4LH | 01405 812734 | Academy | 16 | 4 to 11 | 50 | 277 | 28 | | | | | | | | |
| Willow Primary School | Alston Road, Bessacarr, Doncaster, DN4 7EZ | 01302 539249 | Academy | 9 | 4 to 11 | 60 | 419 | 50 | | 2 | | | | | | |
| Windhill Primary School | Hollingworth Close, Mexborough, S64 0PQ | 01709 586949 | Community | 13 | 4 to 11 | 40 | 257 | 30 | | | | | | | | |
| Woodfield Primary School | Gurney Road, Balby, Doncaster, DN4 8LA | 01302 853289 | Academy | 3 | 4 to 11 | 56 | 380 | 34 | | 2 | | | | 2 | | |

| *School Types | Admission Authority |
|---|---|
| Community School | Doncaster Council is the admission authority and determines the admission policy. |
| Academy | The Academy Trust is the admission authority and determines the admission policy. |
| VA - RC | Voluntary Aided Roman Catholic. The governing body is the admission authority and determines the admission policy. |
| VA - CE | Voluntary Aided Church of England. The governing body is the admission authority and determines the admission policy. |

City of Doncaster Council

# Admission Arrangements For Community Schools

# 2026 - 2027

**(V1)**

www.doncaster.gov.uk/admissions

# Doncaster Council
# Admission Arrangements for Community Schools
# 2026/2027 School Year

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

**General Statement**

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

**Published Admission Number**

3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Each school year, the Council consults with the Governing Body of the school before the admission number is set. (See Appendix 1.)

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

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an application under a Co-ordinated Admission Scheme[i] (CAS).

**Expressing A Preference**

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

**Closing Date For Receipt Of Parental Preferences**

7 The closing date for receipt of preferences for the year of entry is 15 January 2026. Late applications for the year of entry are processed after those received by the closing date.

**Announcement Date for Parental Preferences**

8 For those applications received by the closing date noted in 7 above, emails will be sent to parents on 16 April 2026.

## Eligibility For A Place At A School - Oversubscription Criteria

## A. Primary and Infant Schools

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

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

**a) Looked After Children and all previously Looked After Children**[ii]

**b) Catchment Area**
Children who are ordinarily resident[iii] in the catchment area of the preferred school. (Details of Catchment Areas are available from the Council at www.doncaster.gov.uk/admissions )

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iii], to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the Infant site.

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

Measurements will be made using a computerised programme.

Measurements will be made using Synergy provided by Servelec Limited or suitable substitute.

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

## Eligibility For A Place At A School - Oversubscription Criteria

## B. Junior Schools

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

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

**a) Looked After Children and all previously Looked After Children**[ii]

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

**c) Catchment Area**
Children who are ordinarily resident[iii] in the catchment area of the preferred school. (Details of Catchment Areas are available from the Council at www.doncaster.gov.uk/admissions )

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

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

**e) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iii], to the entrance nearest to the reception point of the school building.

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

Measurements will be made using Synergy provided by Servelec Limited or suitable substitute.

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

## The Offer Of A Place At A School

11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 16 April 2026.

## Waiting Lists

12 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the application than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate for the whole academic year.

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

## In Year Transfers

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

15 Applications should be made on using the Online application system which can be found at www.doncaster.gov.uk/admissions

16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply[iv]. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

17 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.

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

19 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the Council of an offer of a place, determine a start date.

20 Pupils are normally admitted to a school at the start of the next new term other than:-
a. where the Headteacher in consultation with the Council considers that the pupil should be admitted earlier in the circumstances of the case, or;
b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
c. the pupil is not on the roll of a school.

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

22 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.

23 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## Allocation Of Places

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

## Independent Appeals

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

26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

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[i] **Co-ordination/Co-ordinated Schemes(CAS)**
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an application to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

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

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

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

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

## General Information

**Delaying Entry to a Reception Class and Part-time Attendance**
Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the headteacher in circumstances where it appears to be in the best interest of the child.

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

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

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

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

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

**Admission of Service Personnel and Crown Servants**
To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the

application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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

**Further Information**

Further, more detailed information about the admission process is available from the Council and can be found in the Admission To Primary School Booklet, available as follows:-
Address: Learning Provision Organisation Service (Admissions), City of Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU
Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

**APPENDIX 1**

## Published Admission Numbers

| School Name | Admission Number | School Name | Admission Number |
|---|---|---|---|
| Arksey Primary School | 20 | Scawthorpe Sunnyfields Primary School | 40 |
| Bawtry Mayflower Primary School | 30 | Sprotbrough Orchard Infant School | 60 |
| Bentley New Village Primary School | 50 | Stainforth Kirton Lane Primary School | 30 |
| Copley Junior School | 60 | Thorne King Edward Primary School | 45 |
| Hayfield Lane Primary School | 60 | Tickhill Estfeld Primary School | 30 |
| Kirkby Avenue Primary School | 50 | Toll Bar Primary School | 30 |
| Long Toft Primary School | 60 | Wadworth Primary School | 30 |
| Park Primary School | 60 | Warmsworth Primary School | 60 |
| Scawsby Saltersgate Infant School | 90 | Windhill Primary School | 40 |
| | | | |

## Linked Community Schools (Infant/Junior)

| Sprotbrough Orchard Infant School | Copley Junior School |
|---|---|
| | |

**Appendix 4**

## Part 2

## Academies and Church Schools

# Primary Admission Policies
# Academies and Voluntary Aided Schools
# 2026/27

# Admission Arrangements 2026/27 School Year

1 These are the admission arrangements for the 2026/27 school year.

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

## General Statement

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

## Admission Number

4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

## Expressing A Preference - Year of Entry

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

## Closing Date For Receipt Of Parental Preferences

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

Late applications are processed in accordance with the relevant

CAS. **Eligibility For A Place At A School - Oversubscription Criteria**

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

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

**a) Looked After Children or all Previously Looked After Children[iii]**

**b) Catchment Area**
Children who are ordinarily resident[iv] in the catchment area of the school.

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

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv], to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of

this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

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

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

**Unsuccessful Applications**

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

**Waiting Lists**

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

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

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

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

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

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

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

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

## General Information

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

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

## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal

admission round. Separate schemes apply in the case of primary and secondary admissions.

### iii Looked After Children or Previously Looked After Children

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

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

### iv Ordinarily Resident

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

### v Specific Circumstances For Refusal

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

# Littlemoor Infant Academy

# ADMISSION ARRANGEMENTS FOR ASKERN LITTLEMOOR INFANT ACADEMY

# 2026/2027 SCHOOL YEAR

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---|---|---|---|---|
| 1 | LA/CAT | LET FORMAT | Mar 2022 | Mar 2023 |
| 2 | LA/CAT | New Academic Year | Mar 2023 | Nov 2023 |
| 3 | LA/CAT | 2024/2025 dates<br><br>10.4 Nursery closing and announcement dates for 2024-2025<br><br>Appendix 1 -Closing date details for 2024-2025 | Nov 2023 | Feb 2024 |

## 1. GENERAL STATEMENT

1.1 Askern Littlemoor Infant Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Askern Littlemoor Infant Academy as part of the Doncaster Local Authority process. Askern Littlemoor Infant Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Askern Littlemoor Infant Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.3 Attendance at the nursery at Askern Littlemoor Infant Academy does not guarantee a place in reception. Parents of children attending nursery must make an application for reception on-line through Doncaster Council.

## 0. ADMISSION NUMBER

2.1 The admission number for the academy is **60** and the admission number for Littlemoor's Nursery is **78**. 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 academy in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

2.2 Before making a final decision, the CEO along with the Governing Body and the Academy Principal considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

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

## 1. EXPRESSING A PREFERENCE – YEAR OF ENTRY

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

## 2. CLOSING DATE FOR RECEIPT OF PARENTAL PREFERENCES

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

## 5. ELIGIBILITY FOR A PLACE AT A SCHOOL – OVERSUBSCRIPTION CRITERIA

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

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

**a) Looked after children or all previously looked after children**

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

**b) Catchment Area**

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

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

**c) Siblings**

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

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

**d) Proximity**

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

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

The random allocation process will be supervised at all times by someone independent of the academy. In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will take into account both places of residence.

Measurements will be made using a computerised programme.

## 6. THE OFFER OF A PLACE AT A SCHOOL

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day. Primary academies this is the 16th April (or by the next working day when the 16th April falls on a weekend or Bank Holiday).

## 7. UNSUCCESSFUL APPLICATIONS

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

## 8. WAITING LISTS

8.1 Pupils will be added to the waiting list(s) of academies where they were refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the Autumn Term (31st December).

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

8.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list.

## 9. IN YEAR TRANSFERS

9.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by the academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.

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

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

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

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

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

9.7 Pupils are required to start at the school within two weeks of the start date offered by the Head Teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

9.8 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

## 10. NURSERY ADMISSIONS

10.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 10.9)

10 2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.

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

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

10.4 **Closing and Announcement Dates**- The closing date for receipt of applications for nursery in September 2026 is 6th October 2025. Decisions are emailed to parents during November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

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

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

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

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

10.9 **Early Admission**

Once a pupil has secured a place for September admission, if places are available

children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;
a) Children born in the Autumn Term may be able to start in the Spring Term.
b) Children born in the Spring Term may be able to start in the Summer Term.

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

10.10 **Allocation of Places and Admission Criteria** - This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

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

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

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

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

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

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

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

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

11.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will

be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

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

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

**email address:** admissions@doncaster.gov.uk

## 11. DEFFERRED ENTRY FOR THE ADMISSION OF SUMMER BORN CHILDREN

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

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

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

11.1 When will my child reach statutory school age?

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

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

11.2 What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

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

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

11.3 How do I make the request?

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

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

| **Type of School** | **Who is the Admission Authority for the School?** |
|---|---|
| Academy | Academy Trust (Leger Education Trust) delegated to Doncaster MDC |
| Community | Local Authority |
| Foundation | Governing Body |
| Voluntary Aided | Governing Body |

For Askern Littlemoor Infant Academy within Leger Education Trust, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

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

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned.

You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

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

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

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

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

11.5 Will all schools agree to my request?

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

11.6 Am I guaranteed a place?

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

11.7 Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

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

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

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

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

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

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

## 12 INDEPENDENT APPEALS

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

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

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

## 13 GENERAL INFORMATION

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

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

## 14 EXPLANATORY NOTES

### i Common Application Form (CAF)

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

### ii Coordination Admissions Scheme (CAS)

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

### iii Looked-After Children or previously Looked-After Children

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

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

iv **Ordinarily Resident**

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

**v Specific Circumstances for Refusal**

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

## APPENDIX 1- SCHOOL ADMISSIONS NUMBERS 2026-2027

Please apply online: https://www.doncaster.gov.uk/services/schools/primary-admissions

For further information, please contact:

https://www.doncaster.gov.uk/services/schools/school-admissions

### Nursery Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 6 October 2025 |
| Announcement Period – | Decisions will be emailed to parents in November 2025 |

If you haven't applied by the closing date you can still apply online but you may risk not being allocated your first choice school.

### Reception Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 15th January 2026 |

# Moss Road Infant Academy

# ADMISSION ARRANGEMENTS FOR ASKERN MOSS ROAD INFANT ACADEMY

# 2026/2027 SCHOOL YEAR

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---|---|---|---|---|
| 1 | LA/CAT | LET FORMAT | Mar 2022 | Mar 2023 |
| 2 | LA/CAT | New Academic Year | Mar 2023 | Nov 2023 |
| 3 | LA/CAT | 2024/2025 dates<br>10.4 Nursery closing and announcement dates for 2024-2025<br>Appendix 1 -Closing date details for 2024-2025 | Nov 2023 | Feb 2024 |

## 1. GENERAL STATEMENT

1.1 Askern Moss Road Infant Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Askern Moss Road Infant Academy as part of the Doncaster Local Authority process. Askern Moss Road Infant Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Askern Moss Road Infant Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.3 Attendance at the nursery at Askern Moss Road Infant Academy does not guarantee a place in reception. Parents of children attending nursery must make an application for reception on-line through Doncaster Council.

## 2. ADMISSION NUMBER

2.1 The admission number for the academy is **40** and the admission number for Moss Road's Nursery is **26**. 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 academy in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

2.2 Before making a final decision, the CEO along with the Governing Body and the Academy Principal considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

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

## 3. EXPRESSING A PREFERENCE – YEAR OF ENTRY

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

## 4. CLOSING DATE FOR RECEIPT OF PARENTAL PREFERENCES

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

## 5. ELIGIBILITY FOR A PLACE AT A SCHOOL – OVERSUBSCRIPTION CRITERIA

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

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

**a) Looked after children or all previously looked after children**

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

**b) Catchment Area**

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

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

**c) Siblings**

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

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

**d) Proximity**

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

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

The random allocation process will be supervised at all times by someone independent of the academy. In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will take into account both places of residence.

Measurements will be made using a computerised programme.

## 6. THE OFFER OF A PLACE AT A SCHOOL

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day. Primary academies this is the 16th April (or by the next working day when the 16th April falls on a weekend or Bank Holiday).

## 7. UNSUCCESSFUL APPLICATIONS

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

## 8. WAITING LISTS

8.1 Pupils will be added to the waiting list(s) of academies where they were refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the Autumn Term (31st December).

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

8.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list.

## 9. IN YEAR TRANSFERS

9.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by the academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.

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

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

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

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

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

9.7 Pupils are required to start at the school within two weeks of the start date offered by the Head Teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

9.8 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

## 10. NURSERY ADMISSIONS

10.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 10.9)

10 2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.

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

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

10.4 **Closing and Announcement Dates**- The closing date for receipt of applications for nursery in September 2026 is 6th October 2025. Decisions are emailed to parents during November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

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

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

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

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

10.9 **Early Admission**

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the

academy/school in criteria order as follows;
a) Children born in the Autumn Term may be able to start in the Spring Term.
b) Children born in the Spring Term may be able to start in the Summer Term.

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

10.10 **Allocation of Places and Admission Criteria** - This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

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

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

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

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

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

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

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

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

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

confirmation of the vacancy.

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

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

**email address:** admissions@doncaster.gov.uk

## 11. DEFFERRED ENTRY FOR THE ADMISSION OF SUMMER BORN CHILDREN

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

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

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

11.1 When will my child reach statutory school age?

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

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

11.2 What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

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

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

11.3 How do I make the request?

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

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

| **Type of School** | **Who is the Admission Authority for the School?** |
|---|---|
| Academy | Academy Trust (Leger Education Trust) delegated to Doncaster MDC |
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For Askern Moss Road Infant Academy within Leger Education Trust, you must complete a Request to Defer Admission Form (see appendix 3) and discuss your request with the academy directly.

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

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Head Teacher of the school concerned.

You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

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

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

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

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

11.5 Will all schools agree to my request?

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

11.6 Am I guaranteed a place?

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

11.7 Can I appeal?

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

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

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

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

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

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

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

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

## 13 GENERAL INFORMATION

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

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

## 14 EXPLANATORY NOTES

### i Common Application Form (CAF)

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

### ii Coordination Admissions Scheme (CAS)

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

### iii Looked-After Children or previously Looked-After Children

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

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

iv **Ordinarily Resident**

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

**v Specific Circumstances for Refusal**

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

## APPENDIX 1- SCHOOL ADMISSIONS NUMBERS 2026-2027

Please apply online: https://www.doncaster.gov.uk/services/schools/primary-admissions

For further information, please contact:

https://www.doncaster.gov.uk/services/schools/school-admissions

### Nursery Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 6th October 2025 |
| Announcement Period – | Decisions will be emailed to parents in November 2025 |

If you haven't applied by the closing date you can still apply online but you may risk not being allocated your first choice school.

### Reception Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 15th January 2026 |

# Admissions Policy 2026/27

Prospect Place, Hyde Park, Doncaster, DN1 3QP

## 1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

## 2. Published Admission Number (PAN)

The School has a PAN of **60** for entry in Reception.

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

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

## 3. Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council **("the LA").** Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions
- Parents in other LA areas must apply through their home local authority.
- The LA's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January,** the year that your child will start school.
- Offers will be made by the LA, on behalf of the school, on **16th April** or the next working day.

## 4. Nursery Admission

The School has a number of nursery places available – see the school website for further information.

The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.

Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

## 5. In Year Admission

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

## 6. Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan **(EHCP)** which name the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**a) Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

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

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

b) **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. School catchment areas - City of Doncaster Council

c) **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the school on the proposed date of admission and who lives at the same address as the child for whom the application is being made.

d) **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

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

## 7. Tiebreaker for Equi-distant Applications

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

## 8. False Information

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

## 9. Notes

a) **Home address** - The home address is where a child normally lives. *See LA booklet for definition.*

b) **Shared parental responsibility** - Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. *The School will follow the policy used by the LA*.

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

d) **Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## 10. Late applications

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

## 11. Deferred entry for infants

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

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

## 12. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process clause 5. Each application will be considered and decided by the school on the individual circumstances of each case.

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

The School will take into account the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## 13. Waiting lists

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

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

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 5.

The Reception entry waiting list will be open until 31 December. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to remain on the waiting list after the 31 December will need to contact the LA, see clause 5.

## 14. Appeals

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

## 15. Fair Access Protocol

The School will participate in the LAs Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.

# Admission Arrangements for Auckley School 2026/27 School Year

1 These are the admission arrangements for the school year.

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

## General Statement

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

## Admission Number

4 The admission number for the school is **30**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

## Expressing A Preference - Year of Entry

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

## Closing Date For Receipt Of Parental Preferences

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

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

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

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

**a) Looked After Children or Previously Looked After Children[iii]**

**b) Catchment Area**
Children who are ordinarily resident[iv] in the catchment area of the school.

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

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence [iv], to the entrance nearest to the reception point of the school.

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

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## The Offer Of A Place At A School

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

**Unsuccessful Applications**

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

**Waiting Lists**

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

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

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

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

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

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

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

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

## General Information

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

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

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## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

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

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.

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

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[iv] **Ordinarily Resident**

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

[v] **Specific Circumstances For Refusal**

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

# Admission Arrangements for Barnburgh Primary School 2026/27 School Year

1 These are the admission arrangements for the 2026/27 school year.

2 Barnburgh Primary Academy is part of Ledger Edcation Trust. Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

## General Statement

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

## Admission Number

4 The admission number for the school is **30.** A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

## Expressing A Preference - Year of Entry

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

## Closing Date For Receipt Of Parental Preferences

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

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

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

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

**a) Looked After Children or all Previously Looked After Children[iii]**

**b) Catchment Area**
Children who are ordinarily resident[iv] in the catchment area of the school.

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

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence [iv], to the entrance nearest to the reception point of the school.

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

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

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

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

**Unsuccessful Applications**

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

**Waiting Lists**

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

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**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

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

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

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

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

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

## General Information

**False Information**

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

**Multiple Addresses**

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

## Explanatory Notes

[i] **Common Application Form (CAF)**

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

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

[iii] **Looked After Children or Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

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

[v] **Specific Circumstances For Refusal**
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority’s In Year Fair Access Policy.

# Admission Arrangements for Barnby Dun Primary Academy 2026-2027 School Year

1 These are the admission arrangements for 2026-2027.

2 The Admissions Authority for Brighter Futures Learning Partnership Schools is Brighter Futures Learning Partnership Trust who have determined for admissions will be coordinated through the local authority co-ordinated admissions arrangements. Following due consultation in accordance with the national Schools Admissions Code, Brighter Futures Learning Partnership Trust has agreed the following admissions policy for the academic year 2026-27.

**General Statement**

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

**Admission Number**

4 The admission number for the school is **40**. A school must have an admission numbe r 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 y ear group is set with regard to the capacity assessment for the school taking into acco unt the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessa ry, the Trust consults with the L A.

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

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

**Expressing A Preference - Year of Entry**

7 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

**Closing Date For Receipt Of Parental Preferences**

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

Late applications are processed in accordance with the relevant CAS.



## Eligibility For A Place At A School - Oversubscription Criteria

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

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

**a) Looked After Children or Previously Looked After Children[iii]**

**b) Catchment Area**

Children who are ordinarily resident[iv] in the catchment area of the school.

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

**c) Siblings**

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

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

**d) Proximity**

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

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

Measurements will be made using Synergy provided by Servelec Limited or suitable substitute.

## The Offer Of A Place At A School

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

CAS. **Unsuccessful Applications**

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

## Waiting Lists

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

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

## In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

19 Pupils are normally admitted to the school at the start of the next new term other than with the prior approval/at the discretion of the Headteacher due to circumstances beyond the parent's control, e.g. movement into the Borough and travel/distance to current school being too far. Pupils who are currently in other schools in the Doncaster Local Authority are not permitted to start other than at the beginning of a new term. Parental request to do so will be declined.

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

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

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

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

## General Information

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

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

## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

[iii] **Looked After Children or Previously Looked After Children**

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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[iv] **Ordinarily Resident**

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

[v] **Specific Circumstances For Refusal**

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

**BRANTON ST WILFRID'S CHURCH OF ENGLAND**
**VOLUNTARY AIDED PRIMARY SCHOOL.**

**DIOCESE OF SHEFFIELD**

**Working in Partnership with Doncaster Local Authority.**

# 2026-2027 ADMISSIONS POLICY

## INTRODUCTION:

Branton St Wilfrid's Church of England Primary School is a Church of England Voluntary aided primary school in the Diocese of Sheffield and is maintained by Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 4+ to 11+ years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in the school's admission criteria.

Branton St Wilfrid's Church of England Primary School is a Voluntary Aided School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

The admission number is **30**.

Children will usually be admitted during the Autumn Term following their 4th birthday. However, parents can request:

a) That the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1);
b) That their child takes up the place part-time until the child reaches compulsory school age

The date of admission to the school will be 1st September 2026.

**PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM.**

## MAKING AN APPLICATION

1. Applications are made on the **Common Application Form.**
2. To support your application to Branton St Wilfrid's Church of England Primary School, please complete the **Supplementary Information Form.** This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2026 along with the **Supplementary Information Form** (if applicable).

## CRITERIA FOR ADMISSION:

PLEASE NOTE: Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the statementing process. EVIDENCE OF THE CHILD'S STATEMENT MUST BE PROVIDED.

**OVERSUBSCRIPTION CRITERIA**

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission criteria in strict order of priority:

1. Children in care (looked after children) and children who were previously in care/looked after (see definition 5).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. This is not about educational needs. *Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential if admission is to be made under this criterion and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.*
3. Children who have an older brother or sister (see definition 1) attending the school at time of anticipated admission.
4. Children whose parents/carers (see definition 2) regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
5. Children who regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
6. Children whose parents/carers reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
7. Children who reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
8. Children who reside outside the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
9. Children who are resident in the parish of St Wilfrid's, Cantley.
10. Children of staff of the school (see definition 5).
11. All other children.

Should the admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from the point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

**TIE BREAK CLAUSE:**

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

**IN YEAR TRANSFERS**

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2026-27.

**FOOTNOTE**

The school number has been calculated according to the net capacity of the school which the law defines and has been agreed with the Local Authority.

**DEFINITIONS**

1. Definition of brother or sister

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

2. Definition of parent/carer

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

3. Definition of regular attendance at Church:

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

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

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

**Variation to the policy for 2026-2027 due to COVID-19 pandemic**

“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.”

4. Definition of a looked after child

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

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

5. Definition of children of staff at school

Children of staff

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

**PLACE OF RESIDENCE**

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

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will normally be the property at which the child resides with the parent or person(s) with parental responsibility, for the greater part of the week.

**LATE APPLICATIONS**

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

**WAITING LISTS:**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

**FALSE INFORMATION:**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be with dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

**APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION:**

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to:

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

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

***TIMETABLE:*** *Closing date for receiving applications by Doncaster Local Authority: 15th January. Offer day: 16th April – letters posted by the LA.*

***DOCUMENTATION REQUIRED:***

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*

2. *The Supplementary Information Form, obtainable in the LA admission booklet, MUST be completed and securely attached to the Common Application form and returned to the Local Authority by 15th January.*

3. *A copy of the child's baptism certificate if the applicant is a baptised Christian.*

4. *Minister's reference to support regular church attendance.*

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*

6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL" may affect the admission category in which your application is placed.*

# Admissions Policy

# for

# Canon Popham CofE Primary Academy

**(Part of Diocese of Sheffield Academies Trust)**

# 2026-27

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## Vision Statement

*Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.*

*A place where:*

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self- discovery*

*Everyone Matters!*

## Introduction

Canon Popham CofE Primary Academy is a school within the Diocese of Sheffield Academies Trust (DSAT). It was previously a Voluntary Aided Church school under the auspices of the Doncaster Local Authority.

The academy provides a distinctively Christian education for children aged 3+ to 11+ year.

The Church of England's stated position that "Our schools are not faith schools for the faithful, they are Church schools for the community" is the principle that admission to Canon Popham Church of England Primary Academy is prioritised and children from the local community are all welcome. Our ethos in school is one which is wholly Christian and children are educated and expected to behave in a way that is Christian whilst experiencing a wide range of multicultural and religious education to have respect, tolerance, understanding and empathy for those who are different in anyway. We aim to "offer a safe and welcoming place to all God's children".

The Academy's Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, by advice from the Sheffield Diocesan Board of Education and its duty to the community. The school uses the Local Authority to co-ordinate all applications.

The admission number for Reception class is **30** and children will be admitted during the Aut umn term following their 4th birthday. Where parents wish to defer entry or request that th e child attends part-time, the request will be considered where it appears to be in the best in terest of the child. All children will be admitted by the term following their 5th birthday – co mpulsory school age

## Making an Application

1. Applications are made on the Common Application Form available on the Local Authority admissions website.
2. To support your application to Canon Popham CofE Primary Academy, please complete the Supplementary Information Form. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The Common Application Form should be submitted by the closing date, which is available from the school and is also on the Local Authority admissions site. This is usually the 15th January in the year that the child is due to be admitted, along with the Supplementary Information Form (if applicable).

## Admission Criteria

- Children who have an Education, Health and Care Plan in place and the school is named as the most appropriate education setting for the child will be admitted.

## Oversubscription Criteria

Where there are more applications for admission than the published admission number, Trust/Admissions authority will apply the following criteria in strict order of priority: Please see Definitions below e.g. Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

1. Children in Care/Looked After Children (this includes those children who appear – to the admission authority – to have been in state care outside of England and ceased to be in state care as a result of being adopted, and Children who were previously in Care/Looked After Children with an Education Health and Care Plan in place, where the school is named in the plan as the best place to support the child. Professional supporting evidence must be provided if admission is to be made under this criterion.
2. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
3. Children of parents/carers (see definition 2) who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly (see definition 3) attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
4. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend the parish church of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills
5. Children of parents/carers who reside in the ecclesiastical parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England' (see definition 4)
6. Children who reside in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
7. Children who reside outside the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who are resident in the parish of The Good Shepherd Kirk Sandall and Edenthorpe or St Aidan's Wheatley Hills.
9. All other children

## Tie Break

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place. The drawing of lots will be undertaken by someone independent of the admission authority

## In Year Transfers

Doncaster Local Authority will co-ordinate in year transfers for our school. Places would be offered for in year transfer if the year group has places available. This is the link to Doncaster City Council admissions and in year transfers:
https://www.doncaster.gov.uk/services/schools/primary-admissions

## 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 twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

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 – Looked after children***

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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state carer as a result of being adopted.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

***Definition 5 – Churches Together in England***

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site
https://cte.org.uk/
Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

***Place of residence***

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. 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 their application form, provided that the child resides at that address for any part of the school week.

### Late Applications

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

### Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the school's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.
6. The child's name will be kept on the waiting list up to 31st December. After that time the waiting list will cease. Places thereafter will be allocated in line with our in-year transfer guidance provided by the Local Authority.

### False Information

1. Where the Trust has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### Applications Outside the Normal Admissions Round

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

### Appeals Against the Academy's Governing Body Decision to Refuse Admission

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Trust's decision to refuse admission must submit a notice of appeal within 20 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal

CARCROFT SCHOOL
ASPIRE, BELIEVE, ACHIEVE
CARCROFT SCHOOL IS PART OF THE XP TRUST

# Admissions Policy

CARCROFT SCHOOL
ASPIRE, BELIEVE, ACHIEVE
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# School Background

Carcroft Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Carcroft having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Carcroft has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centered around these numbers.

## Application Process

Carcroft Primary is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.
Full details of the application process are available in the local authority's website http://www.doncaster.gov.uk/services/schools/primary-admissions .
Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Carcroft Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Carcroft is named on the statement will be admitted to Carcroft Primary.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Carcroft, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked.
   Children who are Looked After Children and all previously Looked After Children
   A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
   An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have been on roll at the Carcroft Nursery, since 15th September 2025.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.

4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.

5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

## Tie-breaks

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

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

CARCROFT SCHOOL
ASPIRE, BELIEVE, ACHIEVE
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# Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

# Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

To request an appeal form email admissions@xptrust.org and provide the following information:

- Child's Name
- Child's Date of Birth
- School you wish to appeal for

A link to an online appeal form will then be emailed to you to appeal and give your reasons. Appeal forms should be requested and lodged within 20 days of the date of notification that the application was unsuccessful. All appeals will be heard by an independent appeal panel.

Information relating to the appeal process is available on the Trust website. If you require any further information on why your child was not offered a place at one of your chosen schools, please contact admissions@xptrust.org.

# Further Information

For more information regarding admissions in Doncaster, please see http://www.doncaster.gov.uk/services/schools/primary-admissions .

# Admissions Policy 2026/27

Station Road, Conisbrough, Doncaster, DN12 3DB

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **30** for entry in Reception.

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

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions
- Parents in other local authority areas must apply through their home local authority.
- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.

- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as "in-year" applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

## Oversubscription criteria

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

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: https://www.doncaster.gov.uk/services/schools/school-catchment-areas

3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

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

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section

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

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

## Tiebreaker for Equi-distant Applications

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

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

The Random Allocation will:

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

## False Information

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

## Notes

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

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

**Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## Late applications

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

## Deferred entry for infants

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

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

## Admission of children outside their normal age group

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

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

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

## Waiting lists

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

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

## Appeals

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

# Castle Hills Primary Academy

# ADMISSIONS POLICY

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---|---|---|---|---|
| 1.0 | SL | New Policy | July 2020 | Annual |
| 2.0 | SL/NH | LET format | Feb 2022 | Feb 2023 |
| 2.1 | NH | Reviewed - Added 1.3, Sections 7 & 8, Revised wording on waiting list Section 6 | Feb 2023 | Feb 2024 |
| 2.2 | NH | Review | Feb 2024 | Feb 2025 |
| 2.3 | NH | Review | Feb 2025 | Feb 2026 |

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## 1. CONTEXT

1.1 Castle Hills Primary Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Castle Hills Primary Academy as part of the Doncaster Local Authority process. Castle Hills Primary Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Castle Hills Primary Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.3 Attendance at the nursery at Castle Hills Primary Academy does not guarantee a place in reception. Parents of children attending nursery must make an application for reception online through Doncaster Local Authority.

## 2. CRITERIA FOR ADMISSION

2.1 The admission number is 40 +52 Nursery (26 am & 26 pm number)

## 3. PARENTAL PREFERENCE

3.1 The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust as the Admission Authority for Castle Hills Primary Academy will consider all preferences equally.

## 4. ELIGIBILITY FOR ADMISSION – OVERSUBSCRIPTION CRITERIA

4.1 Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

4.2 After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy will be sorted in the order of the criterion outlined below.

4.3 Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion d) being the final breaker.

a. Looked After Children or Previously Looked After Children
b. The children of parents who are ordinarily resident in the catchment area of Castle Hills Primary Academy.
c. Siblings
d. Other children whose nearest school is Castle Hills Primary Academy.

## 5. INDEPENDENT APPEALS

5.1 If a place is not offered at Castle Hills Primary Academy parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

## 6. WAITING LIST

6.1 Pupils will be added to a waiting list for Castle Hills Primary Academy, by Doncaster Local Authority, if they were refused admission. Places on the waiting list will be strictly prioritised by the Local Authority Admissions Team, in criteria order given above and will operate until the end of the autumn term.

## 7. DELAYING ENTRY TO A RECEPTION CLASS AND PART-TIME ATTENDANCE

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

7.2 Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

7.3 Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the Trust in consultation with the headteacher in circumstances where it appears to be in the best interest of the child

## 8. DEFERRING ENTRY OF SUMMER BORN CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

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

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

8.3 Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the Local Authority during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date.

Further guidance and the form can be found on the Council Website at www.doncaster.gov.uk/services/schools/primary-admissions

## 9. IN YEAR TRANSFERS

9.1 Applications for in year transfers are considered in accordance with the Local Authority's school admissions arrangements.

9.2 Applications should be made on the Local Authority's school transfer form and submitted to the Local Authority for consideration.

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

9.4 Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 4.

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

9.6 If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the Local Authority of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

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

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

9.9 Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

9.10 In accordance with DfE requirements pupils may be admitted under the Doncaster Local Authority's Fair Access Protocol outside of the normal admission arrangements noted above.

## APPENDIX A – EXPLANATION OF TERMS

**Catchment Area**
The associated catchment area is defined by the Don Valley Pyramid of schools (Don Valley Academy, Scawthorpe Castle Hills Primary Academy, Scawthorpe Sunnyfields Primary, Bentley New Village Primary, Bentley High Street Primary, Toll Bar Primary, Arksey Primary, Bentley Kirkby Avenue Primary)

**Common Application Form (CAF)**
The Common Application Form is the form parents fill in to apply for a place at Primary and Secondary School, which is submitted to the Local Authority.

**Looked After Children or Previously Looked After Children**
Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

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

**Siblings**
Children who are living within the same family unit (e.g. stepchildren) who are attending the requested Academy, (excluding sixth form), at the point of admission. Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

**Tie Breaker**
Distance from Castle Hills Primary Academy will operate as the final tie break should Castle Hills Primary Academy be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Castle Hills Primary Academy measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance nearest to the main entrance of Castle Hills Primary Academy.

If two or more pupils live equidistant from the school, the distance each student lives by road will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. giving a false address. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

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

# Conisbrough Ivanhoe Primary Academy



# Admission Arrangements for 2026/27 School Year

# Admission Arrangements for Conisbrough Ivanhoe Primary Academy 2026/2027 School Year

1 These are the admission arrangements for the 2026/2027 school year.

2 As an academy, we are our own admissions authority and responsible for admissions to the school.

3 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

## Admission Number

4 The admission number for the school is 40. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

## Expressing A Preference - Year of Entry

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

## Closing Date For Receipt Of Parental Preferences

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

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

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

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

**a) Children who are Looked After Children and all previously Looked After Children**[iii]

**b) Attendance at Ivanhoe Nursery**

**c) Siblings**

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

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

**d) Catchment Area**

Children who are ordinarily resident[iv] in the catchment area of the school.

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

**e) Proximity**

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

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

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## The Offer Of A Place At A School

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

CAS. **Unsuccessful Applications**

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

## Waiting Lists

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

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

## In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

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

20 Pupils are required to start at the school within two weeks of the start date offered by the head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

## Independent Appeals

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

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

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

## General Information

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

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

## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

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

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

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

[v] **Specific Circumstances For Refusal**

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

Crookesbroom Primary Academy
Crookesbroom Lane, Hatfield, Doncaster, DN7 6JP
T: 01302 841 337
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info@cpacademy.org.uk
Head of Academy: Mr. R. Harvey

...Changing lives

**Admission Arrangements**

**2026/2027 School Year**

1. These are the admission arrangements for the 2026/27 school year.

2. Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

   General Statement

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

**Admission Number**

4. The admission number for the school is 26 in Nursery (F1) and 30 in all other classes. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

**Expressing a Preference - Year of Entry**

7. Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

   Closing Date for Receipt of Parental Preferences

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

**Eligibility for A Place at a School - Oversubscription Criteria**

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit. Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Children

b) Catchment Area

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

c) Siblings

Children who are living within the same family unit (e.g., stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e., twins, each child will be offered a place.

d) Proximity

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

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

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**The Offer of a Place at a School**

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

**Unsuccessful Applications**

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

**Waiting Lists**

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

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

**In-Year Transfers**

14. Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

17. Where a place is not available, the application will normally be refused, and the applicant will be offered the right of appeal to an independent appeals panel. If a place is agreed, the Head teacher will, within two weeks of a place being offered, determine a start date.

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

19. Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

20. Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools' circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

**General Information**

False Information

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

Multiple Addresses

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

**Explanatory Notes**

i) Common Application Form (CAF)

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

ii) Co-ordinated Admissions Scheme (CAS)

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

iii) Looked After Children or Previously Looked After Children

A Looked after Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. A Previously Looked After Child is a person under the age of 18 who, immediately after being looked after, became subject to an adoption order, a residence order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989).

Children looked after under an agreed series of short-term placements (respite care) are excluded.

iv) Ordinarily Resident

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

v) Specific Circumstances

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

# Admissions Policy 2026/27

School Walk, Denaby Main, Doncaster, DN12 4HZ

## 1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

## 2. Published Admission Number (PAN)

The School has a PAN of **40** for entry in Reception.

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

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

## 3. Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council **("the LA")** Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions
- Parents in other local authority areas must apply through their home LA.
- The LA's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January,** the year that your child will start school.
- Offers will be made by the LA on behalf of the school, on **16th April** or the next working day.

## 4. Nursery Admission

The School has a number of nursery places available – see the school website for further information.

The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.

Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

## 5. In Year admission

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

## 6. Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan **(EHCP)** which names the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

a) **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

---

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

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

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

b) **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. https://www.doncaster.gov.uk/services/schools/school-catchment-areas

c) **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the school on the proposed date of admission and who lives at the same address as the child for whom the application is being made.

d) **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

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

## 7. Tiebreaker for Equi-distant Applications

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

## 8. False Information

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

## 9. Notes

a) **Home address** - The home address is where a child normally lives. *See LA website for definition.*

b) **Shared parental responsibility** - Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. *The School will follow the policy used by the LA.*

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

d) **Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## 10. Late applications

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

## 11. Deferred entry for infants

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

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

## 12. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process clause 5. Each application will be considered and decided by the school on the individual circumstances of each case.

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

The School will take into account the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## 13. Waiting lists

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

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

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will

be required to apply afresh, see clause 5.

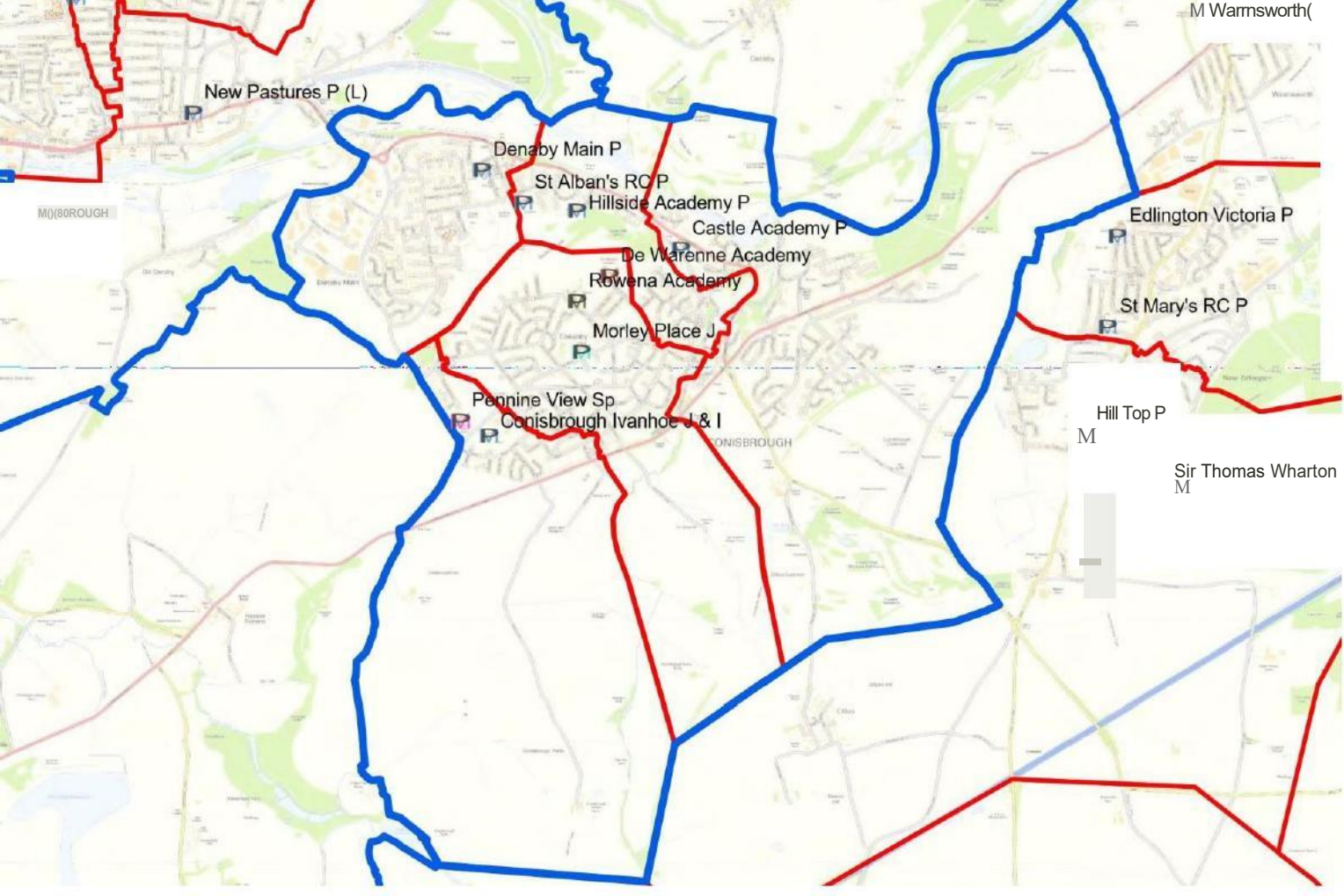
The Reception entry waiting list will be open until 31 December. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to remain on the waiting list after the 31 December will need to contact the LA, see clause 5.

## 14. Appeals

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

## 15. Fair Access Protocol

The School will participate in the LA Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.


M Warmsworth(
New Pastures P (L)
Denaby Main P
St Alban's RC P
Hillside Academy P
Castle Academy P
De Warenne Academy
Rowena Academy
Morley Place J
Pennine View Sp
Conisbrough Ivanhoe J & I
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ONISBROUGH
Edlington Victoria P
St Mary's RC P
Hill Top P
M
Sir Thomas Wharton
M

# Admission Arrangements for Dunsville Primary School for 2026-2027

| | |
|---|---|
| Headteacher | Vicky Wilson |
| Approved: | March 2025 |
| Chair of Governors | Debbie Twell |
| To be reviewed: | March 2026 |

# Admission Arrangements for Dunsville Primary School 2026/2027 School Year

## General Statement

1 The Admissions Authority for Brighter Futures Learning Partnership Schools is Brighter Futures Learning Partnership Trust who has determined all admissions will be co-ordinated through the local authority co-ordinated admissions arrangements. Following due consultation in accordance with the national Schools Admissions Code, Brighter Futures Learning Partnership Trust has agreed the following admissions policy for Dunsville Primary School for the academic year 2026/2027.

It should be noted that this policy relates only to the academic year 2026/2027. There is no guarantee this policy will not change in future years. This policy will be reviewed and approved by the Trust every year.

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

## Published Admission Number

3 Brighter Futures Learning Partnership has set the PAN for Dunsville school to be 40 in each year group. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them.

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

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an application under a Co-ordinated Admission Scheme (CAS).

## Expressing A Preference

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

CAS. **Closing Date For Receipt Of Parental Preferences**

7 The closing date for receipt of preferences for the year of entry is 15 January 2026. Late applications for the year of entry are processed after those received by the closing date.

## Announcement Date for Parental Preferences

8 For those applications received by the closing date noted in 7 above, emails and letters will be sent to parents on 16 April 2026.

## Eligibility For A Place At A School - Oversubscription Criteria

## Dunsville Primary School

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

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

**a) Looked After Children and all previously Looked After Children[ii]**

**b) Catchment Area**
Children who are ordinarily resident[iii] in the catchment area of the preferred school. (Details of Catchment Areas are available from the Council at www.doncaster.gov.uk/admissions)

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iii], to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

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

Measurements will be made using a computerised programme.

Measurements will be made using Synergy provided by Servelec Limited or suitable substitute.

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

## The Offer Of A Place At A School

10 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those received by the closing date the national announcement date is 16 April 2026.

## Waiting Lists

11 For the year of entry, pupils will be added to the waiting list(s) of community schools where they are refused a place and those schools were ranked higher on the application than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2026.

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

## In Year Transfers

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

14 Applications should be made on using the Online application system which can be found at www.doncaster.gov.uk/admissions

15 A pupil will be deemed eligible for admission if there are sufficient places (see point 23, regarding repeat applications) unless specific circumstances apply[iv]. However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

16 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.

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

18 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the Council of an offer of a place, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than:-
a. where the Headteacher in consultation with the Council considers that the pupil should be admitted earlier in the circumstances of the case, or;
b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
c. the pupil is not on the roll of a school.

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

21 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the family's or the school's circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

### Allocation Of Places

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

### Independent Appeals

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

25 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

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## Explanatory Notes

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

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

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

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

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

**iii Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not

solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

### iv Specific Circumstances For Refusal

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

## General Information

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

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

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year.

Parents can also request that their child attends part-time until the child reaches compulsory school age. The request will be considered by the headteacher in circumstances where it appears to be in the best interest of the child.

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

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

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

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

### False Information

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

### Multiple Addresses

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

### Admission of Service Personnel and Crown Servants

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the Page 7 of 8 School Admission Policy 2026/2027 application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

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

**Further Information**

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

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

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

# Admissions Policy 2026/27

The Drive, Edenthorpe, Doncaster, DN3 2LS

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **30** for entry in Reception.

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

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

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions

- Parents in other local authority areas must apply through their home local authority.

- The Local Authority's timetable will be used for all normal round applications each year.

- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.

- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

“In-year” admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

## Oversubscription criteria

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

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: https://www.doncaster.gov.uk/services/schools/school-catchment-areas

3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

[1] **Children who are Looked After Children and all previously Looked After Children**

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

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

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.
5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

## Tiebreaker for Equi-distant Applications

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

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

The Random Allocation will:

(i) be independently supervised

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

## False Information

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

## Notes

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

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

**Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## Late applications

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

## Deferred entry for infants

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

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

## Admission of children outside their normal age group

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

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

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

## Waiting lists

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

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

## Appeals

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

# Admissions Policy

# 2026-2027

Applies to:

| Academy/School |
| --- |
| Bessacarr Primary School |
| Hawthorn Primary School<br>Highwoods Primary School<br>Southfield Primary School<br>Tranmoor Primary School |

## Admission Arrangements for EMAT Learning Partnership Academies

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

## General Statement

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

## Admission Number

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

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

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

## Expressing a Preference – Year of Entry

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

## Closing Date for Receipt of Parental Preferences

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

## Eligibility for a Place at a School – Oversubscription Criteria

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

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

**A** Looked After Children and all previously Looked After Children.

**B** Children of staff
Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

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

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

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

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

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## The Offer of a Place at an Academy/School

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

## Unsuccessful Applications

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

## Waiting Lists

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

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

## In-Year Transfers

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

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

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

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

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

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

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

Repeat applications made for entry to the same year group at the same academy/school will not be considered, unless there has been significant and material change to either the families' or the academy's/school's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

## Nursery Admissions

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

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

## Admission Limit

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

## Admission to Nursery

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

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

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

## Early Admission

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

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

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

## Allocation of Places and Admission Criteria

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

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

Looked After Children or All Previously Looked After Children.
Children who are ordinarily resident in the catchment area of the school.

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

Doncaster Children, living within the same family unit (e.g. stepchildren) who are attending the academy/school at the point of application (excluding nursery).
Doncaster children who live in the catchment area of an academy/school without a nursery.
Doncaster children who live in the catchment area of an academy/school with a nursery. Children
not resident in Doncaster.

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

If there are any children with identical dates of birth, the child living nearest to the academy/school will be offered the place.

The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy/school building. In the case of split-site academies/schools, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

## Waiting Lists

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

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

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

## Further Information

Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy/school or the LA as follows:-
Address: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU
Email admissions@doncaster.gov.uk

## Deferred Entry for the Admission of Summer Born Children

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

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

## When will my child reach statutory school age?

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

## What options do I have available?

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

start Reception in September on a full-time basis from their first day of attendance or on a part- time basis up to the point of reaching compulsory school age;

defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made.

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

Details on the process for seeking approval for deferred admission are provided below.

## How do I make the request?

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

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

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

For Academies within EMAT, you must complete a Request to Defer Admission Form and discuss your request with the academy directly. These forms are available from the Academy you wish to apply.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission

round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

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

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

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

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

You may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

**Will all schools agree to my request?**

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

**Am I guaranteed a place?**

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

**Can I appeal?**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's

decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

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

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

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

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

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

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

## Independent Appeals

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

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

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

## General Information

### False Information

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

### Multiple Addresses

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

## Explanatory Notes

**Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

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

**Looked-After Children or previously Looked-After Children**

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

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

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

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

Policy Agreed INSERT DATE

Appendix 1

MAT Academy Admission Numbers

| Academy/School | Main School Admission Number | Nursery Admission Number |
|---|---|---|
| Bessacarr Primary School | 60 | 52 |
| Hawthorn Primary School | 40 | 52 |
| Highwoods Primary School | 30 | 26 |
| Southfield Primary School | 30 | 26 |
| Tranmoor Primary School | 60 | 52 |

INSPIRE

INTEGRITY

EXCEED



# Admissions Policy for the 2026/2027 Academic Year



| | |
|---|---|
| **Author/Owner (Name and Title)** | Executive Leadership Team |
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Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

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| Version | Date | Author | Summary of Updates |
|---|---|---|---|
| V12 | February 2025 | Trust Board of Directors, CEO, DCEO & Legal | **Updated Oversubscription Criteria following Consultation undertaken for Primary, Secondary and Nursery Updated wording following Consultation feedback and review Updated Policy following Legal Guidance and Policy Determination meeting February 2025** |

## 1. Admission Arrangements for Exceed Learning Partnership Academies

Exceed Learning Partnership is its own admissions authority; this means that the Trust is responsible for setting its own admissions arrangements. For the purposes of aligning with other local schools and academies, the Trust continues to use Doncaster Local Authority for the co-ordination of all admissions and making offers of places.

## 2. General Statement

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

## 3. Admission Number

3.1 An academy must have an admission number (see appendix 1) for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Where necessary, the Governing Board of each academy consults with the CEO on any proposed changes to the admission number for the academy. (see Appendix 1 for our academies' admission numbers).

3.2 Before making a final decision, the CEO along with the Directors Board and the Academy Principal, will consider the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order. If at any time following the determination of the PAN, a decision is made that the Academy is able to admit above its PAN, it MUST notify the Local authority in good time to allow the Local Authority to deliver its coordination responsibilities effectively.

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

## 4. Expressing a Preference – Year of Entry

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

## 5. Closing Date for Receipt of Parental Preferences

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

## 6a. Eligibility for a Place at a School – Secondary Academies Oversubscription Criteria

**Secondary Academies:** – Hall Cross Academy

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

If the Secondary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

**a) Looked After Children or all Previously Looked After Children**

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

**b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school. 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.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website https://www.doncaster.gov.uk/services/schools/school-catchment-areas ) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme.

Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Link Pyramid School**

Children attending a school which is a linked pyramid school and who have, on the closing date for applications, attended that school continuously for more than one calendar year. These are as follows: Atlas Academy, Bessacarr Primary, Hatchell Wood Primary, Hawthorn Primary, Lakeside Primary, Willow Primary

**f) Trust Schools**

Children attending one of Exceed Learning Partnership Trust Schools (Hill Top Academy, Edlington Victoria Academy, Carr Lodge Academy, Sandringham Primary School, Sheep Dip Lane Academy, Bentley High Street Primary School, Rosedale Primary School, The Mallard Academy, Willow Primary School) for more than one academic year, and who have, on the closing date for applications, attended one of these schools continuously for more than one year.

**g) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

## 6b. Eligibility for a Place at a School – Primary Academies Oversubscription Criteria

**Primary Academies:** Bentley High Street Primary School, Carr Lodge Academy, Edlington Victoria Academy, Hill Top Academy, Rosedale Primary School, Sandringham Primary School, Sheep Dip Lane Academy, The Mallard Academy, Willow Primary School

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

If the Primary Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order

**a) Looked After Children or all Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and

ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

b) **Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school. 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.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website https://www.doncaster.gov.uk/services/schools/school-catchment-areas). For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

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

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated Admissions Scheme. The offer is made on the National Offer Day.

## 8. Unsuccessful Applications

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

## 9. Waiting Lists

9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the Autumn Term (31st December).

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

9.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list. Details about Doncaster's Fair Access Protocol is available at: **www.doncaster.gov.uk/services/schools/school-admissions**

## 23. In-Year Transfers

10.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the City of Doncaster Council website.

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

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

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

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

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

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

10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

## 11. Nursery Admissions

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

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

11.3 **Admission Limit**

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

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

11.4 **Closing and Announcement Dates**

The closing date for receipt of applications for nursery 6th October 2025. Local Nursery Offer Date is 6th November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

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

11.6 **Admission to Nursery**

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

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

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

11.9 **Early Admission**

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

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

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

11.10 **Allocation of Places and Admission Criteria**

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

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

**a) Looked After Children or all Previously Looked After Children**

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

**b) Children of Staff**

Where a member of staff (both teaching and support staff, excluding voluntary 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For this category, a 'child' of a staff member is:

- Their natural or adopted child, whether they live with the staff member or elsewhere; and/or
- Their stepchild or child of their cohabiting partner, who lives and sleeps at the staff members home address for more than 50% of their time from Sunday to Friday during term time.

**c) Siblings**

Children with a sibling who is attending the school (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.

**d) Catchment Area**

Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available on the Doncaster Council Website https://www.doncaster.gov.uk/services/schools/school-catchment-areas). For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**e) Proximity**

Children who live nearest to the requested school measured in a straight line from the mid-point of the pupil's place of ordinary residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

**11.11 Waiting Lists**

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

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

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

11.13 Further Information

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

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

## 12. Deferred Entry for the Admission of Summer Born Children

**Deferred Entry and Part-Time Attendance in Reception Year**

All children are entitled to a full-time place in Reception starting in the September following their fourth birthday. However, they do not reach compulsory school age (CSA) until one of three prescribed dates after their fifth birthday:

| Born on or between | Date the child reaches compulsory school age |
|---|---|
| 1 September and 31 December | Reach CSA on 31st December (following their 5th birthday). |
| 1 January and 31 March | Reach CSA on 31st March (following their 5th birthday). |
| 1 April and 31 August | Reach CSA on 31st August (following their 5th birthday). |

Parents have the absolute right to delay their child's school start until they reach CSA. This is known as deferred entry or delayed entry for summer born children (see below). The Academy cannot refuse this request.

If parents choose to defer their child's entry during the school year, the Academy will reserve their place in Reception for up to two terms (until the Easter holiday). However, places cannot be deferred or retained beyond this point.

Parents also have the absolute right to choose part-time attendance until their child reaches CSA. This option can be exercised throughout the school year and may be combined with deferred entry. For example, a child born on February 5 could delay their start until after the Christmas break and then attend part-time until Easter.

Parents wishing to defer entry or opt for part-time attendance should apply for a place as usual. Once they have accepted the offer, they should inform the Academy of their decision, preferably in writing. No explanation is required.

**Delayed Entry for Summer Born Children**

Children born between 1 April and 31 August (referred to as "summer-born children") reach CSA on 31st August following their fifth birthday. As a result, they are not legally required to start school until the September after they turn five, which is one academic year later than when they first become entitled to a full-time Reception place.

Parents of summer born children can defer their child's place for one or two terms and/or opt for part time attendance throughout the school year until they reach compulsory school age, as set out above. However, parents cannot defer their child's place for a full academic year and still retain it. If they wish for their child to start school in the following academic year instead, they must decline the offered place and reapply for admission the next year.

If parents choose to delay their child's admission by one full academic year, the default position is that

the child will enter Year 1 with their normal age group. This means:

- The child will not have attended Reception, missing the early years foundation stage of school.
- Admission to Year 1 is subject to available places, which are often limited, meaning a place cannot be guaranteed.

Parents may request that their summer-born child starts Reception a year later, instead of moving straight into Year 1 with their age group. The process for making this request is outlined below. However, unlike deferred entry or part-time attendance (which are legal entitlements), there is no absolute right to delayed admission to Reception. Each request is considered individually, and the decision rests with the admission authority of the school.

Parents who wish to request delayed admission should submit their request as early as possible, ideally well before application deadlines, to ensure they receive a decision in principle. This allows them to make an informed choice when applying for school places.

**Requests for Admission Outside Normal Age Group**

Parents have a right to request that their child is admitted to a year group other than their normal year group at the Academy. This may be to a year group below or above, and there may be a variety of reasons for making this request. For example, the child might be gifted, suffer from long-term or serious illness, or have been educated overseas and/or used to studying at a different level (these are examples only, not an exhaustive list).

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

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

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

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

Parents are strongly encouraged to submit their requests well in advance of application deadlines to receive a decision in principle, allowing them to make informed choices when applying for admission.

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

If your request to defer is approved, you can simply withdraw your application for the normal age group.

You will then need to make a new application as part of the main admission round for the following year.

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

## 13. Independent Appeals

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

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the notification that an application was unsuccessful by requesting an appeal form and emailing the following information to admissionappeals@doncaster.gov.uk

**Childs Name, Childs Date of Birth, School you wish to appeal for**

## 14. General Information

14.1 **False Information**

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

14.2 **Multiple Addresses**

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

14.3 **Random Allocation**

The Random Allocation process will be conducted independently of the Trust and the school. It will be managed by the Local Authority's Admissions Team. Pupils will be randomly assigned a rank number, and the draw will be carried out using a third-party service (www.Random.org or equivalent).

14.3 **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Details about Doncaster's Fair Access Protocol is available at **www.doncaster.gov.uk/services/schools/school-admissions**

## 15. Explanatory Notes

i **Common Application Form (CAF)**

This is a form used in the admission process on which parents express preferences for an academy/school

or academies/schools at the normal point of admission.

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

**iii Looked-After Children or previously Looked-After Children**

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

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

**iv Ordinarily Resident**

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

**v Specific Circumstances for Refusal**

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

Policy Agreed: 27th February 2025

Signed CEO:

Signed Chair of Directors:

Policy to be reviewed: January 2026

## Appendix 1 Exceed Learning Partnership Academy Admission Numbers

| Academy/School | Main School Admission Number | Nursery Admission Number |
|---|---|---|
| Bentley High Street Primary School | 60 | 52 |
| Carr Lodge Academy | 60 | 52 |
| Edlington Victoria Academy | 60 | 52 |
| Hill Top Academy | 50 | 52 |
| Rosedale Primary School | 30 | 39 |
| The Mallard Academy | 60 | 52 |
| Sandringham Primary School | 60 | 52 |
| Sheep Dip Lane Academy | 40 | 52 |
| Willow Primary School | 60 | 0 |
| Hall Cross Academy (Secondary) | 310 | N/A |

## Appendix 2 School Admissions September 2026

**Please apply on line** **https://www.doncaster.gov.uk/services/schools/school-admissions** For further information, please contact:

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

**Nursery Admissions**

| | |
|---|---|
| 6 October 2025 | Closing date for all first-round applications |
| 6 November 2025 | Local Nursery Offer Date |

Further applications can be received and considered after the closing date.

**Reception and Junior Admissions**

| | |
|---|---|
| 15 January 2026 | Closing date for all applications |
| 16 April 2026 | National Offer Day for Primary school places (notifications sent to parents) |

**Secondary Admissions**

| | |
|---|---|
| 31 October 2025 | Closing date for secondary applications |
| 2 March 2026 | National Offer Day for secondary school applications (notifications sent to parents) |

**Sixth Form Secondary Admissions please refer to Hall Cross Academy**
**https://hallcrossacademy.co.uk/joining-our-academy/admissions/**

## Appendix 3 Request for Deferred Entry to a Reception Class

**Request for Deferred Entry to A Reception Class**

This form is for parents of summer born children (children born between 1 April to 31 August in any year) seeking approval for their child to be admitted out of their normal age group. If approved, you will be entitled to apply for a place for your child to start a reception class when they reach compulsory school age (ie the term following their fifth birthday).
If you are applying to an Academy, Aided or a school outside of Doncaster you will need to contact the school directly for information on how to make your request. You may use this form.

| Child's Forename | Child's Surname | Child's Date of Birth |
|---|---|---|
| | | |

**Your Address**

House No./Name _____

Street Name _____

Village _____ Town _____

Post Code _____

Male ☐

Female ☐

| Phone Number | Email Address |
|---|---|
| | |

Parent/Guardian's full name:

Name of school(s) to which you are seeking approval to apply outside of the normal age group.

Is your child currently being assessed for an Education Health and Care Plan? YES /NO Is your child currently in receipt of early years' provision: YES / NO (delete as applicable)

Name of early years' provider:.....

Number of hours attended: .....

Was your child born prematurely? YES / NO (delete as applicable)

If yes, please provide your child's due date: day..... month ..... Year.....

Are there any other agencies involved with your child ? Please give details below:-

……

……

Please explain below why you consider deferred admission to a reception class is in your child's best interests. If you wish to provide any professional evidence to support your request, please attach it to this form.

Signed: ..... Date: ……

I confirm that the information provided on this form is true and accurate.

I have discussed this request with any person who has parental responsibility for the child. I consent to the information contained in this form being shared with the Principal/Headteacher of the school(s) to which my request for deferred entry is made.

Please return your completed form, along with any additional documentation you wish to be considered, to: admissions@doncaster.gov.uk or your academy in the first instance.

## Data Protection

We need the information we are asking for so that we can consider your request for your child to be admitted to a school. This information is recorded on a computer system and may be shared with other agencies that are involved in the health and welfare of school children. If you have any questions, contact City of Doncaster Council's School Admission Team, or your academy in your first instance.

# Admission Arrangements for Grange Lane Infant Academy 2026-27 School Year

1 These are the admission arrangements for the 2026/27 school year.

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

**General Statement**

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

**Admission Number**

4 The admission number for the school is **60**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

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

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

**Expressing A Preference - Year of Entry**

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

**Closing Date For Receipt Of Parental Preferences**

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

Late applications are processed in accordance with the relevant

CAS. **Eligibility For A Place At A School - Oversubscription Criteria**

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

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

**a) Looked After Children or all Previously Looked After Children[iii]**

**b) Catchment Area**
Children who are ordinarily resident[iv] in the catchment area of the school.

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

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

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

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv], to the entrance nearest to the reception point of the school.

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

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute. .

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

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

**Unsuccessful Applications**

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

**Waiting Lists**

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

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

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

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

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

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

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

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

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

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

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

**Independent Appeals**

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

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

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

## General Information

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

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

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## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

[iii] **Looked After Children or Previously Looke d After Children**

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of

the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[iv] **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

[v] **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

# Admissions Policy

## School Background

Green Top Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Green Top having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Green Top has a class limit of no more than 30 children and a year group limit of 60 children. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers. We run a crew model as all schools within the XP Trust, crew sizes are consistently sized at 20 or less children.

## Application Process

Green Top is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.
Full details of the application process are available in the local authority's website http://www.doncaster.gov.uk/services/schools/primary-admissions .
Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Green Top has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

# Admissions Policy

## Special Educational Needs

Children with an Early Health Care Plan (EHCP) where Green Top is named as the provision and agreed will be admitted to Green Top.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Green Top, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked: Children who are Looked After Children and all previously Looked After Children. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)
2. Children who have been on roll at the Green Top Nursery, since September 2025
3. Children with a sibling attending the school from September 2025. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

Designated catchment addresses for Green Top can be found here.

# Admissions Policy

## Tie-breaks

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

To request an appeal form email admissions@xptrust.org and provide the following information:

- Child's Name
- Child's Date of Birth
- School you wish to appeal for

A link to an online appeal form will then be emailed to you to appeal and give your reasons. Appeal forms should be requested and lodged within 20 days of the date of notification that the application was unsuccessful. All appeals will be heard by an independent appeal panel.

Information relating to the appeal process is available on the Trust website. If you require any further information on why your child was not offered a place at one of your chosen schools, please contact admissions@xptrust.org.

## Further Information

For more information regarding admissions in Doncaster, please see http://www.doncaster.gov.uk/services/schools/primary-admissions .

# Admission Arrangements for Hatfield Woodhouse Primary School 2026/27 School Year

**Admission Arrangements**

We are proud to be part of the Delta Academies Trust group however our admissions board remains Doncaster Local Authority. Parents must apply to the local authority for a place at the school. Please download your copy of our admissions policy below.
Please use link to DMBC admissions if you would like to apply online.
www.doncaster.gov.uk/admissions

1 These are the admission arrangements for the 2026/2027 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head of Academy nor their representatives are able to offer a school place.

**General Statement**

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

4 The admission number for the school is 30. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them.

Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form i (CAF) under a Coordinated Admission Scheme ii (CAS).

**Expressing A Preference - Year of Entry**

7 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

**Closing Date For Receipt Of Parental Preferences**

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

**Eligibility For A Place At A School - Oversubscription Criteria**

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or Previously Looked After Children iii**

**b) Catchment Area**

Children who are ordinarily resident iv in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence iv, to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of fiats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**The Offer Of A Place At A School**

10 Decisions will be posted to parents in accordance with the Authority's CAS.

**Unsuccessful Applications**

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

**Waiting Lists**

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply.

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Head of Academy will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the **start of the next new term** other than with the prior approval of the Head of Academy of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Head of Academy and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

The Exclusion Process

- Exclusions will be used sparingly and only if there are serious breaches of the school's behaviour policy or civil law; or if allowing the pupil to remain in school would be seriously detrimental to the education or welfare of the pupil, or other children and/or staff.
- The Head of Academy holds responsibility for taking the decision to make a permanent exclusion. However, in the absence of the Head of Academy, the Assistant Principal or other senior teacher in charge may make a fixed term exclusion.
- Permanent exclusion will only be used as a last resort, when all other reasonable steps have been taken without success.
- In extreme circumstances permanent exclusion may happen for a first or 'one off' offence.
- Fixed Term exclusions may not exceed the statutory amount of days in any one year.
- Persistent poor behaviour at lunchtime may be excluded for a fixed period, each lunchtime will count as a half day. This is subject to the normal rights of appeal.

**Explanatory Notes**

i Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**iii Looked After Children or Previously Looked After Children**

Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

v Specific Circumstances For Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**General Information**

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

# Admissions Policy 2026/27

Urban Road, Hexthorpe, Doncaster, DN4 0HH

## 1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

## 2. Published Admission Number (PAN)

The School has a PAN of **90** for entry in Reception.

The School will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The number above is often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below ninety where there are clear grounds to do so.

## 3. Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council **("the LA")** Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions
- Parents in other LA areas must apply through their home local authority.
- The LA's timetable will be used for all normal round applications each year.

- The deadline for an application for a place in Reception is **15th January,** the year that your child will start school.

- Offers will be made by the LA, on behalf of the school, on **16th April** or the next working day.

## 4. Nursery Admission

The School has a number of nursery places available – see the school website for further information.

The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.

Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

## 5. In Year admission

- Applications for a place outside the main round are known as "in-year" applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

## 6. Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan **(EHCP)** which names the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**a)** **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

**b)** **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. https://www.doncaster.gov.uk/services/schools/school-catchment-areas

**c)** **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed

date of admission and who lives at the same address as the child for whom the application is being made.

d) **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

e) **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

## 7. Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation which will be managed by the LA.

## 8. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

## 9. Notes

a) **Home address** - The home address is where a child normally lives. *See LA website for definition.*

b) **Shared parental responsibility** - Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. *The School will follow the policy used by the LA.*

c) **Multiple births** (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

d) **Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## 10. Late applications

All applications received after the deadline will be treated in accordance with the LA's policy on late applications.

## 11. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## 12. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process clause 5. Each application will be considered and decided by the school on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the child to be admitted in a lower or higher year group.

The School will take into account the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## 13. Waiting lists

The School will operate a waiting list for each year group. This will be maintained by the LA unless it is agreed that the LA will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 5.

The Reception entry waiting list will be open until 31 December. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to remain on the waiting list after the 31 December will need to contact the LA, see clause 5.

## 14. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.

## 15. Fair Access Protocol

The School will participate in the LAs Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.

# Admissions Arrangements (2026-27)

Highfields Primary Academy are proud to be an academy of the Delta Academies Trust however our admissions board remains Doncaster Local Authority. Parents must apply to the local authority for a place at the school. Please download your copy of our admissions policy below.

Please use link to DMBC admissions if you would like to apply online:
www.doncaster.gov.uk/admissions

1. These are the admission arrangements for the 2026/27 school year.
2. Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

**General Statement**

3. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

4. The admission number for the school is 20. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5. Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6. In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Formi (CAF) under a Coordinated Admission Schemeii (CAS).

**Expressing a Preference – Year of Entry**

7. Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

**Closing Date for Receipt of Parental Preferences**

8. The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

   Late applications are processed in accordance with the relevant CAS.

**Eligibility For A Place At A School - Oversubscription Criteria**

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

   Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or all previously Looked After Children**[iii]

**b) Catchment Area**

Children who are ordinarily resident [iv] in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residenceiv, to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**The Offer of a Place at a School**

10. Decisions will be posted to parents in accordance with the Authority's CAS.

**Unsuccessful Applications**

11. Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

**Waiting Lists**

12. Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13. Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

**In Year Transfers**

14. Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15. Where there are sufficient places an application will normally be agreed unless specific circumstances apply[v] .

16. Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17. Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18. If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

19. Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20. Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21. Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22. In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23. If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

    Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

    Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**General Information**

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

**Explanatory Notes**

**i Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

**ii Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**iii Looked After Children or all previously Looked After Children**
Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**iv Ordinarily Resident**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not

solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**v Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

# Holy Family Catholic Primary School

# Admissions Policy 2026-2027

**APPROVED BY: BOARD OF TRUSTEES**

**DATE APPROVED: OCTOBER 2022**

**DATE REVIEWED: OCTOBER 2024**

**DATE OF NEXT REVIEW: OCTOBER 2025**

*In Catholic voluntary aided schools, the admission authority is the governing body. In Catholic voluntary academies, the admission authority is the academy company. The term "school" is used throughout the document to mean all Catholic schools, including schools in the trusteeship of a religious order. This includes maintained schools, and academies in England.*

Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its academy company as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The academy company is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

**Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of Our Lady's of the Assumption and St, Joseph and St. Nicholas. (see notes 3&11)
3. Catholic children who are resident in the parish(es) of **Our Lady of Sorrows for whom Our Lady of Sorrows Catholic Primary is the nearest Catholic school**. (see notes 3&11)

4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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).

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to Holy Family Catholic Primary school, Kirton Lane, Stainforth, Doncaster, DN7 5BL, https://www.holyfamily.doncaster.sch.uk/ by 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child***

***may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs B Nesbit, Executive Headteacher at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 17th July 2027.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places.

Application should be made to the school by contacting Holy Family Catholic Primary school, Kirton Lane, Stainforth, Doncaster, DN7 5BL, https://www.holyfamily.doncaster.sch.uk/

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

    (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority 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 can be found on the map, available from the Diocese and will be applied to the admission arrangements for 2026-2027 policy.

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.

# Hooton Pagnell All Saints Church of England Primary School
# JMAT ADMISSION AGREEMENT

**2026/2027**

# Admissions Arrangements for Entry to school for Reception (Foundation Stage 2) / Year 3 in 2026/27

**This agreement aims to:**

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating pupil places
- Explain how to appeal against a decision not to offer your child a place

**Legislation and statutory requirements:**

The James Montgomery Academy Trust operates within the Statutory Admission Code of Practice 2021. The admission arrangements include the oversubscription criteria and other detailed information that explains how the Trust as the Admission Authority manages this function.

The admission authority **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes made.

The agreement is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code 2022

As a multi academy trust, each school is required by its funding agreement to comply with these codes, as well as conforming with the law relating to admissions as set out in the School Standards and Framework Act 1998. This complies with our funding agreement and articles of association.

**Introduction**

The James Montgomery Academy Trust is the Admission Authority for all its schools which are detailed on the Trust website. The responsibility when setting such admissions arrangements lies with the Trust for all associated schools', whilst remaining compliant with information detailed in the School Admissions Code 2021.

Hooton Pagnell All Saints C of E Primary school is an academy within the James Montgomery Academy Trust, which is also within the Diocese of Sheffield and Doncaster Local Authority. The school provides a distinctively Christian education for children aged 3 to 11 years. Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus, the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

**How to apply for a primary school place**

To apply for a school place, parents, carers and legal guardians can either apply online or alternatively request a paper copy which needs returning to the Admissions team at the relevant Local Authority (LA where they live, and not where the school is based.

Please select the relevant LA school admission application link in the appendix at the end of this document.

During this process a parent or legal guardian can choose three schools of their choice, expressing their preference in rank order.

**Closing date for receipt of parental preferences**

The closing date for receipt of preferences for the year of entry is **15th January 2026**.

Late applications for the year of entry will be processed after those received by the closing date.

**National offer day**

For those applications received by the above closing date an email from the LA will confirm the allocated place on the **16th of April 2026**.

**Determining admission arrangements**

Admission authorities **must** allocate places based on their determined admission arrangements only. A decision to offer or refuse an admission **must not** be made by one individual within an admission authority. The Admissions Panel appointed by the Trust will be the deciding party. The admission authority **must** keep a clear record of any decisions on applications, including in-year applications.

Below sets out the admissions arrangements for entry to Reception (Foundation Stage 2) in September 2025, and includes the oversubscription criteria that will be applied if there are more applications than places available.

Places are allocated based on the distance criteria or as part of the distance tie breaker, and if 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, the final place will be allocated by the Admissions team at the LA (Local Authority) acting independently from the Admission authority, by the means of drawing of lots.

**Admission of children outside their normal age group**

Parents, carers and legal guardians may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced difficulties such as ill health. In addition, the parents, carers and legal guardians of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age groups.

Admission authorities **must** make decisions based on the circumstances of each case and in the best interests of the child concerned. This will take into consideration parent, carer and legal guardian views; information about the child's academic, social, and emotional development; relevant medical history and any views of a medical professional.

**SEND (Special Educational Needs and Disability)**

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan, as part of that process under the Section 234 of the Education Act 1996.

**Parish boundary**

For applications for the year of entry, a parish boundary for the school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Information on the parish boundary for the school can be obtained through the 'A Church Near You' website at https://www.achurchnearyou.com .

**Oversubscription criteria**

In the event that there are more applications than places available, the following oversubscription criteria will be applied:

**A. Children with special educational needs:**

A small number of children will have an Education, Health and Care Plan (EHCP) that names a school, and these children must be admitted to the school named as part of that process.

The majority of children with special educational needs will not require an EHCP. Applications for children who have special educational needs but no EHCP, will be considered on the basis of the Admission Authority's published admissions criteria.

**B. All other admissions places will be allocated in the following order of priority** (Please note that where 'Authority' is stated this refers to the Local Authority)**:**

1. Relevant Looked After Children and previously looked after children (see note a).
2. 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 (see note e)
3. Children who, on **15th January 2026**, will have an older sibling on roll of the school (or associated junior school) in Years 1-6 at the start of the academic year 2025 (see note c).
4. Children who, on **15th January 2026**, live in the parish boundary of All Saints Hooton Pagnell as defined by the 'Church near you' website (see note g) and attend the parish church of Hooton Pagnell All Saints (see note e)
5. Children who, on **15th January 2026**, live outside the parish boundary of All Saints Hooton Pagnell as defined by the 'Church near you' website (see note g) and attend the parish church of Hooton Pagnell All Saints. (See note e)
6. Children who, on **15th January 2026**, live in the parish boundary of All Saints Hooton Pagnell as defined by the 'Church near you' website (see note g) and attend a Christian denomination church participating in 'Churches Together in England.' (See note g)
7. Children who, on **15th January 2026**, live outside the parish boundary of All Saints Hooton Pagnell as defined by the 'Church near you' website and attend Christian denomination church participating in 'Churches Together in England' (see note g)
8. Children who, on **15th January 2026**, live in the parish boundary of All Saints Hooton Pagnell as defined by the 'Church near you' website
9. Children of staff at the school (see note d)
10. All other children who, on **15th January 2026**, live nearest to the school measured by a straight line on a horizontal plane, (please see below how measurements are applied).

**Please Note:**
In the event of over-subscription (the PAN being reached) within any criterion, preference will be given to children who live nearest to the school 'as the Nodal point'.

Distance measurements are calculated (by the Local Authority Admissions Team) using GIS which applies seed points as determined by the Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used. In the event of two distances being equal, lots will be drawn by a representative independent of the Admission Authority.

Where applications are received for twins, triplets or 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.

**NOTES – definitions and additional information in relation to the admissions criteria for entry to Reception / Foundation Stage 2.**

a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when they are admitted to the school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Places will be allocated based on your residential address on **15th January 2026**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions Authority / School / Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- Sibling to be permanently resident at the same address.
- Step-sibling to be permanently resident at the same address.
- Half-sibling to be permanently resident at the same address.
- Sibling who does not live at the same residence but, who share the same parents.
- Child of the parent/carer/legal guardian's partner to be permanently resident at the same address.
- Adopted sibling permanently resident at the same address.
- Foster sibling resident at the same address.

d) Children of staff: Where a 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

f) 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

g) Churches Together in England: Please refer to 'www.churches-together.org.uk' for an up-to-date list.

h) Children of staff: Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Waiting lists**

On the National Offer Day of **16th April 2026**, the Admissions Team at the LA will manage a waiting list on behalf of the James Montgomery Academy Trust, where the number of applications for the schools has exceeded the available places for entry into Reception / Foundation Stage 2.

The Local Authority Admissions Team will administer the waiting list on behalf of the Trust which will operate until the **31st of December 2026** when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria outlined by the James Montgomery Academy Trust, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

**In-year admissions – Transferring school during the school year**

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for all their Local Authority schools working alongside the Trust's Admissions Authority.

Further information and the relevant application form can be found on the Local Authority website:

Transferring School during the school year – Rotherham Metropolitan Borough Council.

Transferring School during the school year – Doncaster Council

Transferring School during the school year – Sheffield Council

A paper copy of the application form can be requested from the relevant LA Admissions Team: (Appendix 1)

If you are moving home, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school, it does not guarantee a place at that particular school for any other child/children in the family.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration to the James Montgomery Academy Trust Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.

- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15-school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents, carers and legal guardians can make applications up to one term before the date when they would like their child to start at the preferred school. Parents, carers and legal guardians can apply from the 1 May onwards for admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1st May.

You will be notified in writing of the outcome of your application. This decision will be sent by the Local Authority Admissions Team. It should be noted that it is the James Montgomery Academy Trust Authority's agreement 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.

**Appeal information**

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will be sent by the Local Authority Admissions Team.

All parents, carers and legal guardians have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- Every parent, carer or legal guardian has the right to attend the independent appeal in order to make their case;
- The parents, carer or legal guardian can be accompanied by a friend or be represented by them;
- Independent appeals are heard in private;
- The decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- Parents, carers and legal guardians will receive written notification of the Appeals Panel decision.
- Dates – (Parents, carers and legal guardians will be advised at the earliest opportunity of appeal dates by the Clerk).

**General information on appeals**

A separate document containing details of the appeals procedure is available from the Local Authority for parents, carers and legal guardians whose applications could not be satisfied.

Any member of the Local Authority may attend hearings held by an Independent Appeal Panel in the role of observer.

Parents, carers and legal guardians will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent, carer or legal guardian 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, carer or legal guardian using only the written documentation submitted.

In some cases, parents, carers and legal guardians 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, carers and legal guardians do not have the right of another appeal.

**APPENDIX 1**

Further information is available on the Local Authority websites:

**ROTHERHAM LOCAL AUTHORITY**

https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals **USEFUL**

**CONTACTS ROTHERAHAM LOCAL AUTHORITY ADMISSIONS TEAM**

Children and Young People's Services
Riverside House
Main Street
Rotherham S65 1AE

Contact an Admissions Officer on:

Tel: (01709) 823777
Email: admissions.enquiries@rotherham.gov.uk

**ROTHERHAM LOCAL AUTHORITY APPEALS CLERK**

Legal and Democratic Services,
Town Hall,
The Crofts,
Moorgate Street,
Rotherham
S60 2TH

Contact an Appeals Clerk on:

Tel: (01709) 822054
Email: schoolappeals@rotherham.gov.uk

**SHEFFIELD LOCAL AUTHORITY**

sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/appeals.html

**SHEFFIELD LOCAL AUTHORITY ADMISSIONS TEAM**

Admissions
Floor 5, West Wing
Moorfoot
S1 4PE

Contact an Admissions Officer on:
Tel: (01142) 735790

Email: ed-admisssions@sheffield.gov.uk

**SHEFFIELD LOCAL AUTHORITY APPEALS TEAM**
Sheffield School Appeals
Democratic Services
Town Hall
Sheffield
S1 2HH

Contact an Appeals Clerk on: Tel:
(01142) 734008
Email: schoolappeals@sheffield.gov.uk

**DONCASTER LOCAL AUTHORITY**
Primary admissions - City of Doncaster Council

**DONCASTER LOCAL AUTHORITY ADMISSIONS TEAM**
Admissions
Civic House
Waterdale
Doncaster
DN1 3BU

Contact an Admissions Officer on:
Tel: (01302) 736000
Email: admissions@doncaster.gov.uk

**DONCASTER LOCAL AUTHORITY APPEALS TEAM**
Appeals
Civic House
Waterdale
Doncaster
DN1 3BU

Tel: (01302) 737274
Email: admissionappeals@doncaster.gov.uk

**APPENDIX 1**

**Published Admission Numbers**

| School Name | Admission Number | School Name | Admission Number |
|---|---|---|---|
| Anston Hillcrest Primary | 30 | Kiveton Park Meadows Junior | 45 |
| Brampton Cortonwood Infants | 30 | Laughton Junior & Infant | 30 |
| Brampton Ellis Primary | 40/90 | Meadow View Primary | 30 |
| Brinsworth Howarth Primary | 30 | Mexborough St John the Baptist Primary | 30 |
| Ferham Primary | 30 | St Ann's Primary | 60 |
| Harthill Primary | 30 | Thurcroft Infants | 75 |
| Highfield Farm Primary | 15 | Wath Central Primary School | 60 |
| Hooten Pagnell All Saints C of E Primary | 15 | Wath Church of England Primary | 60 |
| Kiveton Park Infants | 30 | Wath Victoria Primary | 45 |

**Linked Community Schools**

**(Infant/Junior)**

| | |
|---|---|
| Kiveton Park Infants | Kiveton Park Meadows Junior |
| Brampton Cortonwood Infants | Brampton Ellis Primary |

# Admission Arrangements and Oversubscription Criteria for the 2026/27 Academic Year

**OVERVIEW**

These are the admission arrangements for the 2026/27 school year.

As an Academy Trust, we are our own Admissions Authority. In determining this admissions policy we have sought to provide some consistency across our academy while aligning with existing local arrangements where that makes most sense and which reflect our partnership with Doncaster Council.

**General Statement**

In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form[i] (CAF) under a Coordinated Admission Scheme[ii] (CAS).

**National Allocation Day**

Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

Where parents or carers are applying in the normal admission round for Reception places, they will be informed of the outcome of their application by the Local Authority on the national allocation day.

## Closing Date For Receipt Of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.
Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterions is applied in order of priority as tie breakers, with priority 5 being the final tie breaker.
In all cases, if the number of applications is fewer than the published admission number, all children will be admitted to the school. Children who have a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted ahead of over-subscription criteria being applied. Places will then be offered in the following order of priority:

### Priority 1
Looked After Children and previously Looked After Children[1];

### Priority 2
### Catchment Area
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available at www.doncaster.gov.uk/admissions )

For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

### Priority 3

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1 Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### Siblings
Children who are living within the same family unit (as defined in 'Notes' below) who will be attending the requested school, (excluding nursery), at the proposed point of admission.

### Priority 4
### Children of school staff in skills shortage posts

Children of school-based staff (not wider Trust staff) recruited to fill a skill shortage post – this will be subject to confirmation by an Astrea non-executive Regional Ambassador that, on the evidence available, the post does indeed relate to a skills shortage in the area; **Priority 5**

**Distance**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using ONE provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

**Tie-breaker**

Each of the above priorities is applied, in order, as tie breakers, with priority 5 being the final tie breaker.

**The Offer Of A Place At A School**

Decisions will be posted to parents in accordance with the Authority's CAS.

**Waiting lists**

Waiting lists are ranked in line with the oversubscription criteria summarised above and detailed in t he appendices – and are re-ranked whenever a new applicant is added. In Doncaster, waiting lists are maintained until 31st December 2026.

**Appeals**

All applicants who are refused a place have a right of appeal to an independent appeal panel which is constituted in accordance with the School Admissions Appeal Code. All parents and carers that are refused a place will be informed of the process for submitting an appeal by their Local Authority.

**Notes**

**Delaying Entry to a Reception Class and Part-time Attendance**

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Where parents apply for admission to a reception class for a child who is not of statutory school age, and parents wish to delay entry, a child should be admitted to the class no later than the beginning of the summer term in the reception year. Parents can also request that their child attends part-time until the child reaches compulsory school age. Either type of request will be considered by the principal in circumstances where it appears to be in the best interest of the child.

**Deferring Entry of summer born children outside their normal age group**

Parents of summer born children (born between 1 April and 31 August) are currently able to request that their child defer entry to a reception class for a full academic year. When such a request is made, the principal will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account any supporting evidence provided by the parent. If the request is allowed, normal admission rules will apply and there is no guarantee that a place will be offered at the requested school(s).

Parents should set out their reasons for their request using the Deferred Entry Request Form and send it to the relevant school during the autumn term after their third birthday. This will ensure that they do not miss out on a place at the normal point of entry which should be made by the national closing date - 15 January. Further guidance and the form can be found on the Council Website at www.doncaster.gov.uk/services/schools/primary-admissions

**False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

**Admission of Service Personnel and Crown Servants**

Applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

**For the sibling criterion to be applicable one of the following conditions must exist**:

a) Brother and/or Sister to be permanently resident at the same address;

b) Stepbrother and/or Stepsister to be permanently resident at the same address (to include halfbrothers/sisters).

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

**Explanatory Notes**

[i] **Common Application Form (CAF)**

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

# Admissions Policy 2026/27




Coventry Grove, Intake, Doncaster, DN2 4PY

## Admission Authority

Astrea Academy Trust is the admission authority for the school.

## Admission Numbers

The school has an admission number of **60** for entry in Reception.

The school will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The numbers above are often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary and the Trust is entitled to limit the indicative admission number to a number below sixty where there are clear grounds to do so.

## Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council. Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions

• Parents in other local authority areas must apply through their home local authority.

- The Local Authority's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January** in the year that your child will start school.
- Offers will be made by the Local Authority, on behalf of the school, on **16th April** or the next working day.

"In-year" admissions:

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the Local Authority, the LA will administer these applications and parents should use the link provided above.

## Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. **Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

2. **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. A map of the catchment area is included at the end of this document and you can find more information here: https://www.doncaster.gov.uk/services/schools/school-catchment-areas

3. **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission.

4. **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

5. **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child’s ordinary place of residence and the main entrance to the school building.

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1 **Children who are Looked After Children and all previously Looked After Children**
Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

## Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, we will exceed our admission number in order to offer sufficient places for the family.

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.

The Random Allocation will:

(i) be independently supervised

(i) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.

## False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

## Notes

**Home address** - The home address is where a child normally lives. Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time.

**Multiple births** (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

**Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## Late applications

All applications received after the deadline will be treated in accordance with the Local Authority's policy on late applications.

## Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Admission of children outside their normal age group

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home Local Authority during normal round admissions, or to the LA/school as described above regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing.

There is no right of appeal where an offer is made, but not to the year group requested by the parents.

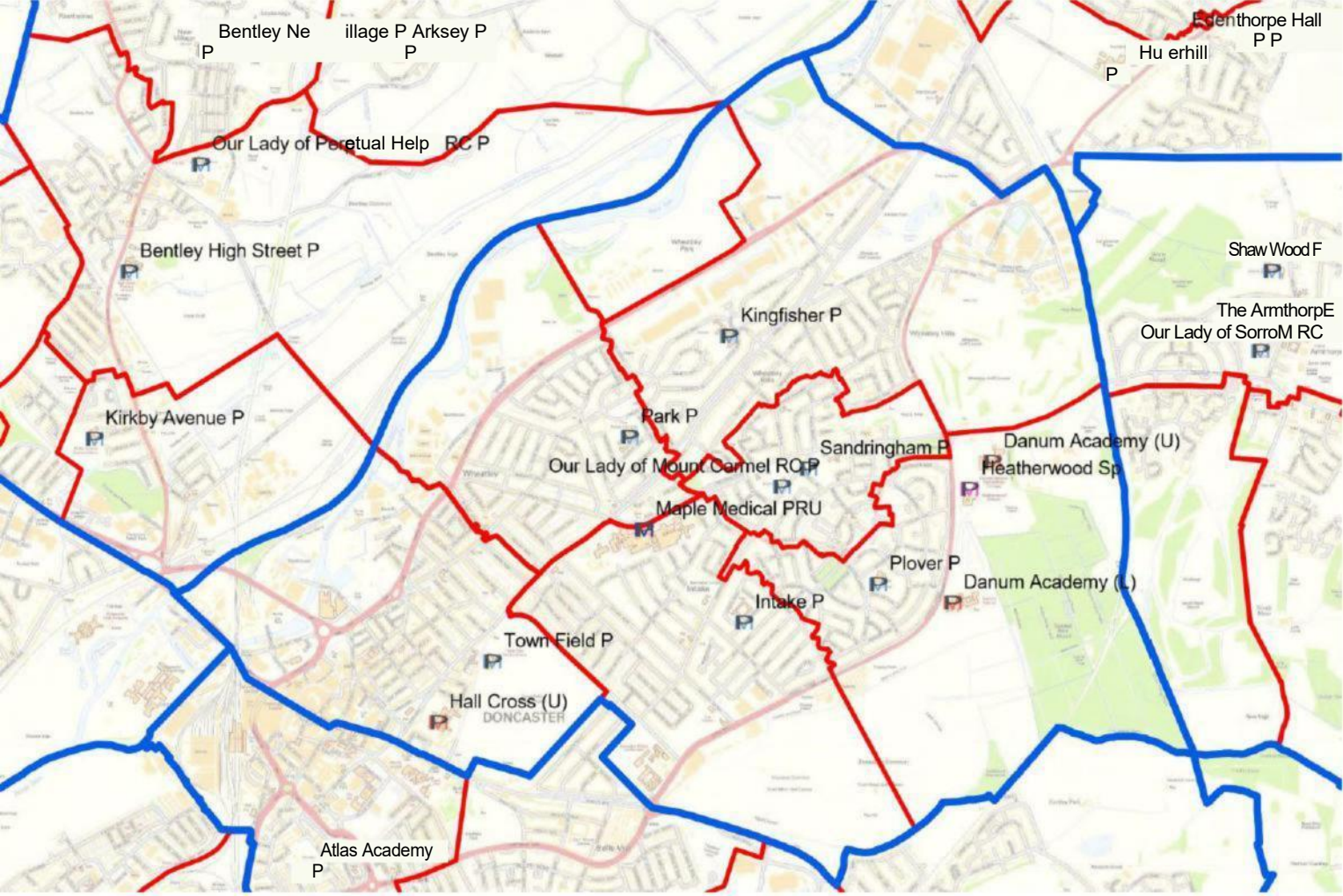
## Waiting lists

The school will operate a waiting list for each year group. This will be maintained by the Local Authority unless it is agreed that the Local Authority will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

## Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.


Bentley Ne
illage P Arksey P
P
P
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P
Our Lady of Peretual Help RC P
Bentley High Street P
Shaw Wood F
Kingfisher P
The ArmthorpE
Our Lady of SorroM RC
Kirkby Avenue P
Park P
Sandringham P
Danum Academy (U)
Our Lady of Mount Carmel RC P
Maple Medical PRU
Plover P
Danum Academy (L)
Intake P
Town Field P
Hall Cross (U)
DONCASTER
Atlas Academy
P

# Admission Arrangements for Kirk Sandall Infant School 2026/27 School Year

1 The Admissions Authority for Brighter Futures Learning Partnership Schools is Brighter Futures Learning Partnership Trust who has determined all admissions will be co-ordinated through the local authority co-ordinated admissions arrangements. Following due consultation in accordance with the national Schools Admissions Code, Brighter Futures Learning Partnership Trust has agreed the following admissions policy for Kirk Sandall Infant School for the academic year 2026/2027

2 It should be noted that this policy relates only to the academic year 2026/2027. There is no guarantee this policy will not change in future years.

## General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## Admission Number

4 The admission number for the school is 90. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Trust consults with the LA.

5 Before making a final decision, the Trust considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form[i] (CAF) under a Coordinated Admission Scheme[ii] (CAS).

## Expressing A Preference - Year of Entry

7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

## Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children[iii]**

**b) Catchment Area**

Children who are ordinarily resident[iv] in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv], to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute..

**The Offer Of A Place At A School**

10 Decisions will be posted to parents in accordance with the Authority's

CAS. **Unsuccessful Applications**

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

**Waiting Lists**

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply[v].

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the headteacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## General Information

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

[iii] **Looked After Children or Previously Looked After Children**
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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

[iv] **Ordinarily Resident**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

[v] **Specific Circumstances For Refusal**
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.

# Admission Arrangements for Kirk Sandall Junior School 2026/27

1 These are the admission arrangements for the 2026/27 school year.

2 Unless delegated to the Local Authority, only the Local Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

## General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## Admission Number

4 The admission number for the school is 90. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Local Governing Body consults with the LA.

5 Before making a final decision, the Local Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form[i] (CAF) under a Coordinated Admission Scheme[ii] (CAS).

## Expressing A Preference - Year of Entry

7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

## Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

### a) Looked After Children or all Previously Looked After Children[iii]

### b) Link School

Children attending Kirk Sandall Infant School and who have, on the closing date, attended that school continuously for more than one calendar year.

### c) Catchment Area

Children who are ordinarily resident[iv] in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

### d) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

### e) Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv], to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## The Offer Of A Place At A School

10 Decisions will be posted to parents in accordance with the Authority's CAS.

## Unsuccessful Applications

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

## Waiting Lists

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

## In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply[v].

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DCSF requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## Independent Appeals

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources,
Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

## General Information

### False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

### Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## Explanatory Notes

### [i] Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

### [ii] Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

### [iii] Looked After Children or all Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an

order appointing one or more individuals to be a child's special guardian (or special guardians).

**iv Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**v Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

# Mexborough St John The Baptist C of E Primary School
# JMAT ADMISSION AGREEMENT

## 2026/2027

## Admissions Arrangements for Entry to school for Reception (Foundation Stage 2) / Year 3 in 2026/27

**This agreement aims to:**

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating pupil places
- Explain how to appeal against a decision not to offer your child a place **Legislation and statutory**

**requirements:**

The James Montgomery Academy Trust operates within the Statutory Admission Code of Practice 2021. The admission arrangements include the oversubscription criteria and other detailed information that explains how the Trust as the Admission Authority manages this function.

The admission authority **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes made.

The agreement is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code 2022

As a multi academy trust, each school is required by its funding agreement to comply with these codes, as well as conforming with the law relating to admissions as set out in the School Standards and Framework Act 1998. This complies with our funding agreement and articles of association.

### Introduction

The James Montgomery Academy Trust is the Admission Authority for all its schools which are detailed on the Trust website. The responsibility when setting such admissions arrangements lies with the Trust for all associated schools', whilst remaining compliant with information detailed in the School Admissions Code 2021.

Mexborough St John John The Baptist Primary school is an academy within the James Montgomery Academy Trust, which is also within the Diocese of Sheffield and Rotherham Local Authority. The school provides a distinctively Christian education for children aged 3 to 11 years. Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus, the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

### How to apply for a primary school place

To apply for a school place, parents, carers and legal guardians can either apply online or alternatively request a paper copy which needs returning to the Admissions team at the relevant Local Authority (LA) where they live, and not where the school is based.

Please select the relevant LA school admission application link in the appendix at the end of this document.

During this process a parent or legal guardian can choose three schools of their choice, expressing their preference in rank order.

**Closing date for receipt of parental preferences**

The closing date for receipt of preferences for the year of entry is **15th January 2026**.

Late applications for the year of entry will be processed after those received by the closing date.

**National offer day**

For those applications received by the above closing date an email from the LA will confirm the allocated place on the **16th of April 2026**.

**Determining admission arrangements**

Admission authorities **must** allocate places based on their determined admission arrangements only. A decision to offer or refuse an admission **must not** be made by one individual within an admission authority. The Admissions Panel appointed by the Trust will be the deciding party. The admission authority **must** keep a clear record of any decisions on applications, including in-year applications.

Below sets out the admissions arrangements for entry to Reception (Foundation Stage 2) in September 2026, and includes the oversubscription criteria that will be applied if there are more applications than places available.

Places are allocated based on the distance criteria or as part of the distance tie breaker, and if 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, the final place will be allocated by the Admissions team at the LA (Local Authority) acting independently from the dmission authority, by the means of drawing of lots.

**Admission of children outside their normal age group**

Parents, carers and legal guardians may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced difficulties such as ill health. In addition, the parents, carers and legal guardians of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age groups.

Admission authorities **must** make decisions based on the circumstances of each case and in the best interests of the child concerned. This will take into consideration parent, carer and legal guardian views; information about the child's academic, social, and emotional development; relevant medical history and any views of a medical professional.

**SEND (Special Educational Needs and Disability)**

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan, as part of that process under the Section 234 of the Education Act 1996.

**Parish boundary**

For applications for the year of entry, a parish boundary for the school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Information on the parish boundary for the school can be obtained through the 'A Church Near You' website at https://www.achurchnearyou.com .

**Oversubscription criteria**

In the event that there are more applications than places available, the following oversubscription criteria will be applied:

**A. Children with special educational needs:**

A small number of children will have an Education, Health and Care Plan (EHCP) that names a school, and these children must be admitted to the school named as part of that process.

The majority of children with special educational needs will not require an EHCP. Applications for children who have special educational needs but no EHCP, will be considered on the basis of the Admission Authority's published admissions criteria.

**B. All other admissions places will be allocated in the following order of priority**

1. Relevant Looked After Children and previously looked after children (see note a).
2. Children of UK service personnel (UK Armed Forces) For families of service personnel with a confirmed posting to their catchment area, or crown servants returning from overseas to live in that area (see note e)
3. Children who, on **15th January 2026**, will have an older sibling on roll of the school (or associated junior school) in Years 1-6 at the start of the academic year 2026 (see note c).
4. Children who, on **15th January 2026**, live in the ecclesiastical parish boundary of Christ Church, Mexborough as defined by the 'Church near you' website (see note g) and attend the parish church of Christ Church, Mexborough (see note e)
5. Children who, on **15th January 2026**, live outside the ecclesiastical parish boundary of Christ Church, Mexborough as defined by the 'Church near you' website (see note g) and attend the parish church of Christ Church, Mexborough (see note e)
6. Children who, on **15th January 2026**, live in the ecclesiastical parish boundary of Christ Church, Mexborough as defined by the 'Church near you' website (see note g) and attend a Christian denomination church participating in 'Churches Together in England.' (See note g)
7. Children who, on **15th January 2026**, live outside the ecclesiastical parish boundary of Christ Church, Mexborough as defined by the 'Church near you' website and attend Christian denomination church participating in 'Churches Together in England' (see note g)
8. Children who, on **15th January 2026**, live in the ecclesiastical parish boundary of Christ Church, Mexborough as defined by the 'Church near you' website
9. Children of staff at the school (see note d)
10. All other children who, on **15th January 2026**, live nearest to the school measured by a straight line on a horizontal plane, (please see below how measurements are applied).

**Please Note:**

In the event of over-subscription (the PAN being reached) within any criterion, preference will be given to children who live nearest to the school 'as the Nodal point'.

Distance measurements are calculated (by the Local Authority Admissions Team) using GIS which applies seed points as determined by the Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used. In the event of two distances being equal, lots will be drawn by a representative independent of the Admission Authority.

Where applications are received for twins, triplets or 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.

**NOTES – definitions and additional information in relation to the admissions criteria for entry to Reception / Foundation Stage 2.**

a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when they are admitted to the school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Places will be allocated based on your residential address on **15th January 2026**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions Authority / School / Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.

c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- Sibling to be permanently resident at the same address.
- Step-sibling to be permanently resident at the same address.
- Half-sibling to be permanently resident at the same address.
- Sibling who does not live at the same residence but, who share the same parents.
- Child of the parent/carer/legal guardian's partner to be permanently resident at the same address.
- Adopted sibling permanently resident at the same address.
- Foster sibling resident at the same address.

d) Children of staff: Where a 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

f) 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

g) Churches Together in England: Please refer to 'www.churches-together.org.uk' for an up to date list.

h) Children of staff: Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Waiting lists**

On the National Offer Day of **16th April 2026**, the Admissions Team at the LA will manage a waiting list on behalf of the James Montgomery Academy Trust, where the number of applications for the schools has exceeded the available places for entry into Reception / Foundation Stage 2.

The Local Authority Admissions Team will administer the waiting list on behalf of the Trust which will operate until the **31st of December 2026** when it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria outlined by the James Montgomery Academy Trust, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

**In-year admissions – Transferring school during the school year**

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for all their Local Authority schools working alongside the Trust's Admissions Authority.

Further information and the relevant application form can be found on the Local Authority website:

Transferring School during the school year – Rotherham Metropolitan Borough Council.

Transferring School during the school year – Doncaster Council

Transferring School during the school year – Sheffield Council

A paper copy of the application form can be requested from the relevant LA Admissions Team: (Appendix 1)

If you are moving home, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move.

You are advised to discuss your transfer request with a member of staff at your child's present school.

If there is more than one child involved each request will be considered on an individual basis. If a child is offered or admitted to a school, it does not guarantee a place at that particular school for any other child/children in the family.

The Local Authority Admissions Team will record all in-year transfer applications and will forward your application via secure email for consideration to the James Montgomery Academy Trust Admissions Authority.

- Applications received will be forwarded to preferred schools on the day of receipt where possible, or the following working (school) day.

- Applications received during a weekend or bank holiday or during school holidays will be forwarded to the preferred schools on the next working (school) day.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open. Schools are required to respond to in-year transfer requests within a **maximum of 15 school days** from receipt of the application therefore, although in-year applications may be forwarded to schools during school holiday periods, it is unlikely that you will be notified of the outcome of your application until schools re-open and the 15-school day response time commences.

In many cases a child will transfer to a new school only at the beginning of a new term, unless there is agreement by all concerned that the transfer should take place earlier. Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.

Parents, carers and legal guardians can make applications up to one term before the date when they would like their child to start at the preferred school. Parents, carers and legal guardians can apply from the 1 May onwards for admission in the following September. Any application for admission in the following September which is received prior to this date will be considered as having been received on 1st May.

You will be notified in writing of the outcome of your application. This decision will be sent by the Local Authority Admissions Team. It should be noted that it is the James Montgomery Academy Trust Authority's agreement 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.

**Appeal information**

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will be sent by the Local Authority Admissions Team.

All parents, carers and legal guardians have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

- Appeals must be in writing stating the grounds on which the appeal is made;
- Every parent, carer or legal guardian has the right to attend the independent appeal in order to make their case;
- The parents, carer or legal guardian can be accompanied by a friend or be represented by them;
- Independent appeals are heard in private;
- The decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- Parents, carers and legal guardians will receive written notification of the Appeals Panel decision.
- Dates – (Parents, carers and legal guardians will be advised at the earliest opportunity of appeal dates by the Clerk).

**General information on appeals**

A separate document containing details of the appeals procedure is available from the Local Authority for parents, carers and legal guardians whose applications could not be satisfied.

Any member of the Local Authority may attend hearings held by an Independent Appeal Panel in the role of observer.

Parents, carers and legal guardians will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent, carer or legal guardian 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, carer or legal guardian using only the written documentation submitted.

In some cases, parents, carers and legal guardians 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, carers and legal guardians do not have the right of another appeal.

**APPENDIX 1**

Further information is available on the Local Authority websites:

**ROTHERHAM LOCAL AUTHORITY**

https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals

**USEFUL CONTACTS ROTHERAHAM LOCAL AUTHORITY ADMISSIONS TEAM**

Children and Young People's Services
Riverside House
Main Street
Rotherham S65 1AE

Contact an Admissions Officer on:

Tel: (01709) 823777
Email: admissions.enquiries@rotherham.gov.uk

**ROTHERHAM LOCAL AUTHORITY APPEALS CLERK**

Legal and Democratic Services,
Town Hall,
The Crofts,
Moorgate Street,
Rotherham
S60 2TH

Contact an Appeals Clerk on:

Tel: (01709) 822054
Email: schoolappeals@rotherham.gov.uk

**SHEFFIELD LOCAL AUTHORITY**

sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/appeals.html

**SHEFFIELD LOCAL AUTHORITY ADMISSIONS TEAM**

Admissions
Floor 5, West Wing
Moorfoot
S1 4PE

Contact an Admissions Officer on:
Tel: (01142) 735790

Email: ed-admisssions@sheffield.gov.uk

**SHEFFIELD LOCAL AUTHORITY APPEALS TEAM**
Sheffield School Appeals
Democratic Services
Town Hall
Sheffield
S1 2HH

Contact an Appeals Clerk on: Tel:
(01142) 734008
Email: schoolappeals@sheffield.gov.uk

**DONCASTER LOCAL AUTHORITY**
Primary admissions - City of Doncaster Council

**DONCASTER LOCAL AUTHORITY ADMISSIONS TEAM**
Admissions
Civic House
Waterdale
Doncaster
DN1 3BU

Contact an Admissions Officer on:
Tel: (01302) 736000
Email: admissions@doncaster.gov.uk

**DONCASTER LOCAL AUTHORITY APPEALS TEAM**
Appeals
Civic House
Waterdale
Doncaster
DN1 3BU

Tel: (01302) 737274
Email: admissionappeals@doncaster.gov.uk

**APPENDIX 1**

**Published Admission Numbers**

| School Name | Admission Number | School Name | Admission Number |
|---|---|---|---|
| Anston Hillcrest Primary | 30 | Kiveton Park Meadows Junior | 45 |
| Brampton Cortonwood Infants | 30 | Laughton Junior & Infant | 30 |
| Brampton Ellis Primary | 40/90 | Meadow View Primary | 30 |
| Brinsworth Howarth Primary | 30 | Mexborough St John the Baptist Primary | 30 |
| Ferham Primary | 30 | St Ann's Primary | 60 |
| Harthill Primary | 30 | Thurcroft Infants | 75 |
| Highfield Farm Primary | 15 | Wath Central Primary School | 60 |
| Hooten Pagnell All Saints C of E Primary | 15 | Wath Church of England Primary | 60 |
| Kiveton Park Infants | 45 | Wath Victoria Primary | 30 |

**Linked Community Schools (Infant/Junior)**

| | |
|---|---|
| Kiveton Park Infants | Kiveton Park Meadows Junior |
| Brampton Cortonwood Infants | Brampton Ellis Primary |

DELTA Academies Trust

**Montagu Academy**
Park Road, Mexborough, South Yorkshire, S64 9PH
T: 01709 302246
info@montaguacademy.org.uk
Principal: Mr David Longley

...Changing lives

# Admission Arrangements

# 2026/2027 School Year

1 These are the admission arrangements for the 2026/27 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

**General Statement**

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

4 The admission number for the school is 60. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form i (CAF) under a Coordinated Admission Scheme ii (CAS).

**Expressing a Preference - Year of Entry**

7 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

**Closing Date for Receipt of Parental Preferences**

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

**Eligibility for A Place at a School - Oversubscription Criteria**

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit. Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children iii b) Catchment Area**

Children who are ordinarily resident iv in the catchment area of the school. For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g., stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e., twins, each child will be offered a place.

**d) Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the school. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g., in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**The Offer of A Place at a School**

10 Decisions will be posted to parents in accordance with the Authority's CAS.

**Unsuccessful Applications**

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

**Waiting Lists**

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places, an application will normally be agreed unless specific circumstances apply.

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused, and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Head teacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Head teacher at the school or in circumstances beyond the parent's control, e.g., movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools' circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:
Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**General Information**

**False Information**
Any place offered based on a fraudulent or intentionally misleading application will be withdrawn, e.g., giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide

**Explanatory Notes**

**i Common Application Form (CAF)**

This is a form used in the admission process on which parent's express preferences for a school or schools at the normal point of admission.

**ii Co-ordinated Admissions Scheme (CAS)**

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**iii looked After Children or Previously Looked after Children**

A Looked after Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. A Previously Looked After Child is a person under the age of 18 who, immediately after being looked after, became subject to an adoption order, a residence order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989). Children looked after under an agreed series of short-term placements (respite care) are excluded.

**iv Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended, as necessary.

**v Specific Circumstances**

For Refusal an application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's 'In Year Fair Access Policy'.

# Admission Arrangements 2026/2027 School Year

1 These are the admission arrangements for the 2026/27 school year

.2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.
General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Admission Number**

4 The admission number for the school is 75. A school must have an admission number for each

'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

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b) Catchment Area
Children who are ordinarily resident iv in the catchment area of the school. For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

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from a multiple birth i.e., twins, each child will be offered a place.

d) Proximity

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the school. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g., in the case of flats), places will then be decided by Random Allocation. Measurements will be made using S ynergy provided by Servelec Limited or a suitable substitute.

**The Offer of A Place at a School**

10 Decisions will be posted to parents in accordance with the Authority's

CAS. **Unsuccessful Applications**

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17 Where a place is not available, the application will normally be refused, and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Head teacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Head teacher at the school or in circumstances beyond the parent's control, e.g., movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools' circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**General Information**

Further Information More detailed information about the admission process is available in the Admission To School Booklets, from the local authority.

Address: Admissions and Pupil Services, Civic Building, DoncasterDN1 3BU

Email address: admissions@doncaster.gov.uk Website: www.doncaster.gov.uk

**False Information**

Any place offered based on a fraudulent or intentionally misleading application will be withdrawn, e.g., giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

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Where a child is resident with parents at more than one address, the address used for admission purposes

shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide

**Explanatory Notes**

i Common Application Form (CAF)

This is a form used in the admission process on which parent's express preferences for a school or schools at the normal point of admission.

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A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii looked After Children or Previously Looked after Children

A Looked after Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. A Previously Looked After Child is a person under the age of 18 who, immediately after being looked after, became subject to an adoption order, a residence order (under section 8 of the Children Act 1989), or a special guardianship order (under section

14A of the Children Act 1989).

Children looked after under an agreed series of short-term placements (respite care) are excluded.

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended, as necessary.

v Specific Circumstances

For Refusal an application will normally be agreed if there are sufficient places unless specific circumstances apply, as

outlined in the School Admissions Code, or the Local Authority's 'In Year Fair Access Policy'.

# NIS Admissions Policy 2026/27

## School Background

Norton Infant School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Norton Infant School having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Norton Infant School has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Norton Infant School is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.
Full details of the application process are available in the local authority's website http://www.doncaster.gov.uk/services/schools/primary-admissions .
Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Norton Infant School has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

# NIS Admissions Policy 2026/27

## Special Educational Needs

Children with an Education, Health and Care Plan (EHCP), where Norton Infant School is named in the EHCP, will be admitted to Norton Infant School.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Norton Infant School, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
    a. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
    b. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.
    c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)
2. Children who have been on roll at the Norton Infant School Nursery at the time of application.
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.
5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

# NIS Admissions Policy 2026/27

## Tie-breaks

In the event of a tie breaker, proximity will be used to determine a school place.

- Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest the reception point of the school building.
- If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will be decided by random allocation.
- Measurements will be made using a computerised programme independently verified by the local authority.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

To request an appeal form email admissions@xptrust.org and provide the following information:

- Child's Name
- Child's Date of Birth
- School you wish to appeal for

A link to an online appeal form will then be emailed to you to appeal and give your reasons. Appeal forms should be requested and lodged within 20 days of the date of notification that the application was unsuccessful. All appeals will be heard by an independent appeal panel.

# NIS Admissions Policy 2026/27

Information relating to the appeal process is available on the Trust website. If you require any further information on why your child was not offered a place at one of your chosen schools, please contact admissions@xptrust.org.

## Further Information

For more information regarding admissions in Doncaster, please see http://www.doncaster.gov.uk/services/schools/primary-admissions .

# NJS 2026/27

# Admissions Policy

**School Background**

Norton Junior School is part of the XP School Trust and as such, places a great deal of emphasis on the wellbeing and learning attitudes of its pupils through what is known as Crew. We have worked hard over the years to create an exciting and stimulating environment where all students can thrive and achieve their best through an engaging and inspiring curriculum offer of Expeditionary Learning. Over the years, we have been very successful in achieving great academic outcomes for our pupils and wider feedback from stakeholders is very positive. Clearly, we love our school and believe it's a great place to be but don't just take our word for it, click here to access our school website and take some time to look around at what we do.

**Size of school and appeals**
Norton Juniors has set its maximum class limit at 30 children and a limit of 60 children per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

**Application Process**
Norton Junior School is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.
Full details of the application process are available in the local authority's website http://www.doncaster.gov.uk/services/schools/primary-admissions .
Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

**Published Admissions Number**
Norton Juniors has an agreed Published Admissions Number of 60 for admission into Year 3 and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

**Special Educational Needs**
Children with an Education, Health and Care Plan (EHCP) where Norton Junior School is named on the EHCP will be admitted to Norton Junior School.

**Oversubscription criteria**
Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names NJS.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

a. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).
b. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014.
c. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing 1 or more individuals to be a child's special guardian (or guardians)

2.Children who have been on roll in Year 2 at Norton Infant School at the time of application.

3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.

4.Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.

5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

Designated catchment addresses for Norton Junior can be made available by request from the Local Authority Admissions Team.

**Tie-breaks**
In the event of a tie breaker, proximity will be used to determine a school place.

Children who live nearest the requested school, measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest the reception point of the school building will be offered a place.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will be decided by random allocation.

Measurements will be made using a computerised programme independently verified by the local authority.

**Offers of places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time If following consideration of all applicants the school is oversubscribed children will be placed on the school's waiting list, until the end of the Autumn Term.

**Waiting List**
If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

Appeals
Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

To request an appeal form email admissions@xptrust.org and provide the following information:
- Child's Name
- Child's Date of Birth
- School you wish to appeal for

A link to an online appeal form will then be emailed to you to appeal and give your reasons. Appeal forms should be requested and lodged within 20 days of the date of notification that the application was unsuccessful. All appeals will be heard by an independent appeal panel.

Information relating to the appeal process is available on the Trust website. If you require any further information on why your child was not offered a place at one of your chosen schools, please contact admissions@xptrust.org.

**Further Information**
For more information regarding admissions in Doncaster, please see http://www.doncaster.gov.uk/services/schools/primary-admissions

**PRIMARY**

**Our Lady of Mount Carmel CATHOLIC PRIMARY SCHOOL**

**ADMISSION POLICY 2026-27**

Our Lady of Mount Carmel is part of the St Francis Catholic Multi Academy Trust (St Francis CMAT), a multi-academy trust based in the Diocese of Hallam. The vision for our Trust within the Diocese is:

- For all children to receive innovative, creative and personalised teaching and learning
- For all children to receive an outstanding curriculum which shapes them as people in God's image
- For all children to flourish in stimulating, highly effective, happy environments
- For the Trust to be the employer of choice for all staff through investment, recognition and progression.

Our Lady of Mount Carmel Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and St Francis CMAT's articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school is fully inclusive and welcomes applications for the admission of children of all abilities and needs. The school fully complies with its responsibilities under the Equality Act 2010.

St Francis CMAT is the admissions authority though responsibility for admissions to this school has been delegated to the School's Local Academy Committee. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Local Academy Committee has set its admission number at **30** pupils to be admitted to the reception year in the school year which begins in September 2026.

The Local Academy Committee may admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN") depending on the circumstances of each case.

## 1. Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## 2. Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)

2. Catholic children who are resident in the parish of Our Lady of Mount Carmel and St Mary Magdalen. (see note 3)

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) 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 (see note 8).

(ii) Children of staff 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 where:

   a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or

   b. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. In Our Lady of Mount Carmel, this will apply to the following groups of staff: Teaching and Support Staff.

Priority within (i) and (ii) above and for any other children being ranked within each category within the oversubscription criteria will be determined in line with the tie break set out below.

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance.

Children who live nearest to the school will be measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using the local authority's computerised programme.

**Child's Home Address**

The child's home address will be the address at which they live and sleep with their parent (as defined below) for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P.

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 Common Application Form, provided that the child resides at that address for any part of the school week.

Where there is an issue over whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form ("SIF") attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to **Headteacher, Our Lady of Mount Carmel Catholic Primary School, Sandringham Road, Intake, Doncaster, DN2 5JG or be submitted online through your application by 15th January 2026.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the

parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request for admission outside of the normal age group is separate to any application to the school and should be made in writing to **Headteacher, Our Lady of Mount Carmel Catholic Primary School, Sandringham Road, Intake, Doncaster, DN2 5JG** at the same time as the admission application is made. The Local Academy Committee will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Local Academy Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. The Local Academy Committee may also have regard to guidance issued to admissions authorities on the admission of children outside their normal age group.

Where the application is agreed in principle, the Local Academy Committee will write to the parents confirming this. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Local Academy Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. The application for admission must be accompanied by the letter confirming the Local Academy Committee's agreement in principle.

This means that even where the Local Academy Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child. This is particularly relevant in the case of "summer born children" for whom a place in Reception Year is being sought one year later than usual, as they could be left without a place in Reception Year at the school, and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with a place available in Reception Year, or to seek a place in Year 1 at the school subject to their being any places available.

**Children of UK Service Personnel and Crown Servants**

In relation to families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting **Headteacher, Our Lady of Mount Carmel Catholic Primary School, Sandringham Road, Intake, Doncaster, DN2 5JG.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Academy Committee is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Academy Committee has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The Local Academy Committee reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 and includes those children who appear to the Local Academy Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

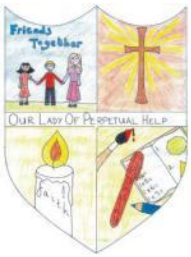
8. 'brother or sister' includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent's partner with whom they have been cohabiting for a period of at least one year at the application deadline where that child lives for at least part of the week in the same family unit at the same address as the applicant.

   Parents must ensure that they have included full details of the sibling in the Common Application Form to be included in this category. Failure to do so will result in the child being placed into the next category that applies.

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.




# OUR LADY OF PERPETUAL HELP CATHOLIC PRIMARY SCHOOL

## ADMISSION POLICY 2026-27

Our Lady of Perpetual Help Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 20 pupils to be admitted to the reception year in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

### Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

### Oversubscription Criteria

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of Our Lady of Perpetual Help, Bentley. (see notes 3&11)

3. Catholic children who are resident in the parish(es) of St Joseph & St Teresa's, Woodlands or Blessed English Martyrs, Askern for whom Our Lady of Perpetual Help, Bentley is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

Reception applications are now made online at:

https://www.doncaster.gov.uk/services/schools/primary-admissions

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION TO OUR SCHOOL**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in

which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to Our Lady of Perpetual Help School by 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.***

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

## Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher at the school address at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation,

management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

### Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made through the local authority using the following link:

https://www.doncaster.gov.uk/services/schools/primary-admissions

Please note that pupil moves between local schools will only be possible at the start of a term (September, January or April each year).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

### Nursery

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority.

**Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.**

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

    (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the map, available from the Diocese of Hallam, and will be applied to the admission arrangements.

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.

**Our Lady of Sorrows CATHOLIC PRIMARY SCHOOL**

**ADMISSION POLICY 2026-27**

Our Lady of Sorrows is part of the St Francis Catholic Multi Academy Trust (St Francis CMAT), a multi-academy trust based in the Diocese of Hallam. The vision for our Trust within the Diocese is:

- For all children to receive innovative, creative and personalised teaching and learning
- For all children to receive an outstanding curriculum which shapes them as people in God's image
- For all children to flourish in stimulating, highly effective, happy environments
- For the Trust to be the employer of choice for all staff through investment, recognition and progression.

Our Lady of Sorrows was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and St Francis CMAT's articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school is fully inclusive and welcomes applications for the admission of children of all abilities and needs. The school fully complies with its responsibilities under the Equality Act 2010.

St Francis CMAT is the admissions authority though responsibility for admissions to this schoolha s been delegated to the School's Local Academy Committee. The local authority undertakes the c o-ordination of admission arrangements during the normal admission round. The Local Academy Committee has set its admission number at **30** pupils to be admitted to the reception year in th e school year which begins in September 202 6.

The Local Academy Committee will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

## 1. Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## 2. 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 Our Lady of Sorrows, Armthorpe, and St Thomas of Canterbury, Kirk Sandall. (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. Any other children.

*Within each of the categories listed above, the following provisions will be applied in the following order.*

(i) 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).

(ii) 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; or

   b. where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. In Our Lady of Sorrows, this will apply to the following groups of staff: Teaching and Support Staff

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance.

Children who live nearest to the school will be measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using the local authority's computerised programme.

**Child's Home Address**

The child's home address will be the address at which they live and sleep with their parent (as defined below) for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P.

Where there is an issue over whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form ("SIF") attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to the **Headteacher, Our Lady of Sorrows Catholic Primary School, Mere Ln, Armthorpe DN3 2DB** by the closing date of 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the **Headteacher, Our Lady of Sorrows Catholic Primary School, Mere Ln, Armthorpe DN3 2DB** at the same time as the admission application is made. The Local Academy Committee will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Local Academy Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. The Local Academy Committee may also have regard to guidance issued to admissions authorities on the admission of children outside their normal age group.

Where the application is agreed in principle, the Local Academy Committee will write to the parents confirming this. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Local Academy Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. The application for admission must be accompanied by the letter confirming the Local Academy Committee's agreement in principle.

This means that even where the Local Academy Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child. This is particularly relevant in the case of "summer born children" for whom a place in Reception Year is being sought one year later than usual, as they could be left without a place in Reception Year at the school, and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with a place available in Reception Year, or to seek a place in Year 1 at the school subject to their being any places available.

**Children of UK Service Personnel and Crown Servants**

The school will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the school, or the children of Crown Servants returning from overseas to live in the area of the school, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do.

The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made by contacting the Doncaster Local Authority admissions department.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Academy Committee is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Academy Committee has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**Admission Arrangements for Outwood Primary Academy Woodlands 2026/2027 School Year**

1 Outwood Grange Academies Trust is the Admission Authority for Outwood academies.

The admission number for the academies for year Reception has been determined for 2026/27 as:

Outwood Primary Academy Woodlands 60

**General Statement**

2 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, each school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

**Published Admission Number**

3 A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them.

4 Before making a final decision, the Trust consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

5 A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered a school which is ranked higher on an Application Form (AF) or Transfer Form (TF) under a Co-ordinated Admission Scheme (CAS).

**Expressing A Preference**

6 Applications for admission should be made in accordance with the relevant CAS.

**Closing Date For Receipt Of Parental Preferences**

7 The closing date for receipt of preferences for the year of entry is 15 January 2026. Late applications for the year of entry are processed after those received by the closing date.

**Announcement Date for Parental Preferences**

8 For those applications received by the closing date noted in 7 above, emails and letters will b e sent to parents on 16 April 2026.

**Admission Policy 2026/2027**

**Eligibility For A Place At A School - Oversubscription Criteria**

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children and all previously Looked After Children

b) Catchment Area
Children who are ordinarily resident in the catchment area of the preferred school. (Details of Catchment Areas are available from the LA at www.doncaster.gov.uk/admissions) For applications for the year of entry, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

c) Siblings
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant school, attendance at a linked junior school will be included.

d) Link Schools
Children attending a school which is a linked pyramid school and who have, on the closing date for late applications, attended that school continuously for more than one calendar year.

e) Proximity
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building. In the case of split site schools, 'entrance nearest to the reception point' will refer to the site the pupil attends for the purpose of morning registration.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will the n be decided by Random Allocation. Measurements will be made using Synergy provided by S ervelec Limited or a suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

**The Offer Of A Place At A School**

11 Decisions will be sent to parents in accordance with the Authority's CAS. i.e. for those r eceived by the closing date the national announcement date is 16 April 2026.

**Waiting Lists**

12 For the year of entry, pupils will be added to the waiting list(s) of schools where they are refused a place and those schools were ranked higher on the AF than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a pupil's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e. 31 December 2026.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the LA receive written confirmation of the vacancy.

**In Year Transfers**

14 Applications for in year transfers are considered in accordance with the LA's CAS.

15 Applications should be made on the LA's TF and submitted to the LA for consideration.

16 A pupil will be deemed eligible for admission if there are sufficient places (see point 22, regarding repeat applications) unless specific circumstances apply . However, a pupil will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

17 Where multiple applications are received for the same year group and there are insufficient places for all applicants, eligibility for admission will be considered in accordance with the admission criteria set out above.

18 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

19 If a place is offered, the headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

20 Pupils are normally admitted to a school at the start of the next new term other than:-
a. where the Headteacher in consultation with the LA considers that the pupil should be admitted earlier in the circumstances of the case, or;
b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the pupil would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
c. the pupil is not on the roll of a school.

21 Pupils are required to start at the school within two weeks of the start date offered by the headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

22 Repeat applications made for the same year group during the same academic year will not be considered unless there has been significant and material change to either the families or the schools circumstances, since a previous application and this is relevant to the application for admission. Where information was known at the time of the original application or appeal or parents chose not to disclose information, this will not be considered as additional information or a change in circumstances.

23 In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

**Allocation Of Places**

24 If an application from a Doncaster resident is refused and the pupil does not currently have a place in a Doncaster school, a place will be offered at an alternative school in accordance with the LA's CAS.

**Independent Appeals**

25 If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

26 Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**Explanatory Notes**

**Application Form (AF)**
This is a form used in the admission process on which parents express preferences for a school or schools for the year of entry.

**Transfer Form (TF)**
This is a form used in the admission process on which parents express preferences to transfer a school or schools.

**Co-ordination/C o-ord inated Schemes(CAS)**
All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an AF or TF to their home LA who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

**Children who are Looked After Children and all previously Looked After Children** A 'looked after child' 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) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Childrens Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians). This includes those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Ordinarily Resident/Residence**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

**List of Link Schools**

Outwood Academy Adwick

| | |
|---|---|
| Owston Park Primary | Carcroft Primary |
| Adwick Primary | Outwood Primary Academy Woodlands |
| Highfields Primary Academy | Hooton Pagnell All Saints CofE Primary |

Outwood Academy Danum

| | |
|---|---|
| Kingfisher Primary Academy | Sandringham Primary |
| Park Primary | Town Field Primary |
| Intake Primary | Plover Primary |

**Specific Circumstances For Refusal**
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy.

**General Information**

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application. Multiple Addresses Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

**Admission of Service Personnel and Crown Servants**
To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number including children of service personnel and crown servants, travellers, Gypsy or Roma children. Full details are identified in the Protocol.

**Further Information**
Further, more detailed information about the admission process is available from the LA and can be found in the Admission To Primary School Booklet, available as follows:- Telephone: 01302 736754 Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU Email: admissions@doncaster.gov.uk Web: www.doncaster.gov.uk/admissions

Pheasant Bank Academy
West End Lane, Rossington, Doncaster, DN11 0PQ
T: 01302 651 039
www.pheasantbankacademy.org.uk
info@pheasantbankacademy.org.uk
Head of Academy: Ryan Schofield



# Admission Arrangements 2026/2027 School Year

1 These are the admission arrangements for the 2026/27 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Head teacher nor their representatives are able to offer a school place.

General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

Admission Number

4 The admission number for the school is 100. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form i (CAF) under a Coordinated Admission Scheme ii (CAS).

Expressing a Preference - Year of Entry

7 Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

Closing Date for Receipt of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CA.

Eligibility for A Place at a School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of

preferences exceeds the admission limit. Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

a) Looked After Children or all Previously Looked After Children iii b) Catchment Area
Children who are ordinarily resident iv in the catchment area of the school. For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) Siblings
Children who are living within the same family unit (e.g., stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e., twins, each child will be offered a place.

d) Proximity
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the school. If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal ( e.g., in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

The Offer of A Place at a School
10 Decisions will be posted to parents in accordance with the Authority's CAS.

Unsuccessful Applications
11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.
Waiting Lists
12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places, an application will normally be agreed unless specific circumstances apply.

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

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18 If a place is agreed, the Head teacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Head teacher at the school or in circumstances beyond the parent's control, e.g., movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Head teacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools' circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

Independent Appeals

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:
Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

General Information

False Information
Any place offered based on a fraudulent or intentionally misleading application will be withdrawn, e.g., giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

Multiple Addresses
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide

Explanatory Notes

i Common Application Form (CAF)

This is a form used in the admission process on which parent's express preferences for a school or schools at the normal point of admission.

ii Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iii looked After Children or Previously Looked after Children

A Looked after Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. A Previously Looked After Child is a person under the age of 18 who, immediately after being looked after, became subject to an adoption order, a residence order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989).

Children looked after under an agreed series of short-term placements (respite care) are excluded.

iv Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended, as necessary.

v Specific Circumstances

For Refusal an application will normally be agreed if there are sufficient places unless specific circumstances apply, as

outlined in the School Admissions Code, or the Local Authority's 'In Year Fair Access Policy'.

# Admissions Policy



## School Background

Plover Primary School provides a safe, vibrant and inspiring learning environment, allowing the school to work as a community to build relationships. We support and challenge our children to take an active role in their learning, progressing and attaining to the best of their ability. Through guidance and support, we ensure our children develop their life skills so they can contribute positively to a cohesive society. We want our pupils to leave us as confident children with the highest possible skills for the future, and we want them to look back on their years at Plover having had unforgettable memories and with a dedication for further learning. We believe in the power of the community, as a community we will ensure our children get the best start possible.

## Size of school and appeals

Plover has a class limit of 30 children and a 60 children limit per year group. We believe this is key to delivering our highly personalised educational provision. As such, the design of the curriculum, staffing and accommodation to deliver our vision is centred around these numbers.

## Application Process

Plover Primary is part of the local authority's co-ordinated arrangements. This requires parents to complete a common application form (CAF) which is provided by the local authority in which the applicant lives.
Full details of the application process are available in the local authority's website http://www.doncaster.gov.uk/services/schools/primary-admissions .
Inaccurate or false information on the form could result in the place being withdrawn. We will operate in keeping with the local authority's Fair Access Protocol.

## Published Admissions Number

Plover Primary has an agreed Published Admissions Number of 60 for admission into Reception and will admit up to this number each year. All applicants will be admitted if fewer than 60 applications are received.

## Special Educational Needs

Children with a statement of Early Health Care Plan (EHCP) where Plover is named on the statement will be admitted to Plover Primary.

## Oversubscription criteria

Where the school receives more applications than it has places available, the criteria listed below will apply, after the admission of children with a statement of Special Educational Needs which names Plover, the oversubscription criteria will be:

1. A 'looked after child' or a child who was previously looked.
   Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

   An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Children who have been on roll at the Plover Nursery, since 15th September 2025.

3. Children with a sibling attending the school from 15th September 2025 Sibling is define in these arrangements as children who live as brother or sister in the same house,
d including natural brothers or sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.

4. Children living within the designated catchment area of the school. This process will be independently run and verified by the local authority.

5. Children living outside the designated catchment area of the school. This process will be independently run and verified by the local authority.

## Tie-breaks

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

## Offers of places

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children will be placed on the school's waiting list, until the end of the Autumn Term.

## Waiting List

If the school is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list. The list will be kept for the eligible timespan of the school placement and will operate in accordance with the oversubscription criteria defined above.

## Appeals

Parents who are dissatisfied with the school's decision not to admit their child(ren) may appeal to an independent appeals panel against that decision. The determination of the panel will be made in accordance with the School Admission Appeals Code and will be binding on all parties.

Plover will use the independent appeals service provided by the local authority. Independent Appeals Panels are appointed in accordance with the School Admission Appeals Code. Appeal forms are available from the Local Authority admissions teams and should be made within 20 school days from the date of notification that the application was unsuccessful.

To request an appeal form email admissions@xptrust.org and provide the following information:

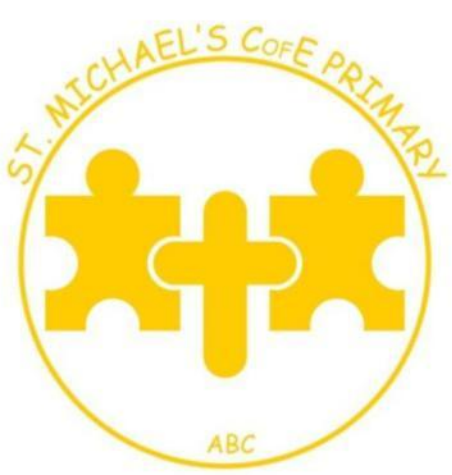
- Child's Name
- Child's Date of Birth
- School you wish to appeal for

A link to an online appeal form will then be emailed to you to appeal and give your reasons. Appeal forms should be requested and lodged within 20 days of the date of notification that the application was unsuccessful. All appeals will be heard by an independent appeal panel.

Information relating to the appeal process is available on the Trust website. If you require any further information on why your child was not offered a place at one of your chosen schools, please contact admissions@xptrust.org.

## Further Information

For more information regarding admissions in Doncaster, please see http://www.doncaster.gov.uk/services/schools/primary-admissions .







# Admissions Policy

# 202**6**-202**7**

## Introduction

At Rossington St Michael's CE Primary School we work hard to ensure that all feel welcome, accepted and loved. Our vision is that all achieve. Our Admissions policy encompasses our vision.

Rossington St Michael's CE Primary School is a Church of England Primary School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academy Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Rossington St Michael's CE Aided Primary School is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

### Reception Class Admissions

**The admission number for this year is 60.**

Children will usually be admitted during the autumn term following their 4th Birthday.

However, parents can request:

a) That the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of year 1).
b) That their child take up the place part-time until the child reaches compulsory school age.

### Nursery Class Admissions

**The admission number for this year is 26.**

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email enquiries@smp.dsat.education for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

**Closing and Announcement Dates**

The closing date for receipt of applications for nursery will be 31 October 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

**Admission to Nursery**

A child who has attained the age of three years on, or before, the 31 August will normally be admitted part-time to a nursery class from the start of the following school year.

Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

**Early Admission**

**Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;**

**a) Children born in the Autumn Term may be able to start in the Spring Term.**
**b) Children born in the Spring Term may be able to start in the Summer Term.**

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements

**Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form**

## Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Rossington St Michael's CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application

form for admission to school but will be used by school when applying the admissions criteria.

3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable)

## Criteria For Admission

PLEASE NOTE: Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the EHCP process. EVIDENCE OF THE CHILD'S EHCP MUST BE PROVIDED.

## Oversubscription Criteria

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission criteria in strict order of priority:

1. **Children in care** (looked after children) **and children who were previously in care/looked after** (see definition 5).

2. **Children who have an older brother or sister** (see definition 1) **attending the school at time of anticipated admission.**

3. **Children whose parents/carers who reside in the parish of St Michael's Rossington.**

4. **Children**

5. **Children whose parents/carers reside outside the parish of St Michael's Rossington and regularly** (see definition 3) **attend another Christian denomination church participating in "Churches Together in England"** (see definition 4).

6. **Children who are resident in St Michael's Rossington.**

7. **Children of staff of the school** (see definition 6)

8. **All other children.**

Should the admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from the point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the School on Sheepbridge Lane, with those living closer to the school receiving higher priority.

**Tie Break**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school entrance on Sheepbridge Lane.

**In Year Transfers**

We will work closely with Doncaster Local Authority to co-ordinate in year transfers for our school in 2026-27.

## FOOTNOTE

The school number has been calculated according to the net capacity of the school which

the law defines and had been agreed with the Local Authority.

**DEFINITIONS**

### 1. Definition of brother or sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

### 2. Definition of parent/carer

A parent/carer is any person who has parental responsibility. Where admission arrangements refer to 'parents/carer attendance at church' it is sufficient for just one parent/carer to attend. 'Family members' include only parents and siblings.

### 0. Definition of regular attendance at Church

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

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.

### 3. Definition of Churches Together in England

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site

https://cte.org.uk/

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

### 4. Definition of a looked after child

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 if their social services functions (see the definition in Section 22(1) of the Children's 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.

### 5. Definition of children of staff at school

**Children of staff**

a) Where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or
b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

**PLACE OF RESIDENCE**

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. 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 their application form, provided that the child resides at that address for any part of the school week.

**LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority scheme.

## WAITING LISTS

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

2. A vacancy only arises when the number of offers to the school falls below the admission number.

3. The waiting list will be established on the offer day.

4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

## FALSE INFORMATION

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

## APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section

Directorate of Resources

Doncaster Council

Civic Office

Waterdale

Doncaster DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

### ***DOCUMENTATION REQUIRED***

*1. The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*

*2. The Supplementary Information Form, obtainable in the LA admission booklet, MUST be completed and securely attached to the Common Application form and returned to the Local Authority.*

*3. Minister's reference to support regular church attendance.*

***St Michael's church Ministers reference***

***Reference MUST be handed into school office for completion by St Michael's minister.***

*4 A copy of the Parents/carers or Childs regular attendance register.* **St Michael's Church's attendance register**

**Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.**

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*

6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL" may affect the admission category in which your application is placed.*

## USEFUL CONTACTS

**ADMISSIONS TEAM**

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

**APPEALS CLERK**

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

or email:

admissions@doncaster.gov.uk

# Admission Arrangements
# 2026/27 School Year

1 These are the admission arrangements for the 2026/2027 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

## General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## Admission Number

4 The admission number for the school is 80. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form[i] (CAF) under a Coordinated Admission Scheme[ii] (CAS).

## Expressing A Preference - Year of Entry

7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

## Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or all previously Looked After Children[iii]**

**b) Catchment Area**
Children who are ordinarily resident[iv] in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**
Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv], to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

## The Offer Of A Place At A School

10 Decisions will be posted to parents in accordance with the Authority's CAS.

## Unsuccessful Applications

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

## Waiting Lists

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

## In Year Transfers

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply[v].

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

### Independent Appeals

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## General Information

### False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

### Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## Explanatory Notes

**Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

**Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**Looked After Children or all previously Looked After Children**
Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians)

**Ordinarily Resident**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**Specific Circumstances For Refusal**
An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority’s In Year Fair Access Policy.

# Spa Academy Askern Admissions Policy 2026/2027

**Document Control**

| Version | Author | Summary of Changes | Approved By | Date Published | Date of Review |
|---|---|---|---|---|---|
| 1 | LET | New | AGB | February 2020 | February 2021 |
| 2 | LET/JD | Grammar | | February 2023 | February 2024 |
| 3 | SLT | None | AGB | March 2024 | March 2025 |
| | | | | | |

# Admissions Policy

**Context**
Spa Academy Askern is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Spa Academy Askern as part of the Doncaster Local Authority process. Spa Academy Askern will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

Spa Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to pupils who live in our catchment area as defined by our pyramid schools.

**Criteria for Admission**
The admission number is 90.

**Parental Preference**
The Common Application Form (CAF) provides the opportunity for parents/guardians to express up to three choices of schools in rank order of preference. It should be noted that Leger Education Trust as the Admission Authority for Spa Academy Askern will consider all preferences equally.

**Eligibility for Admission – Oversubscription Criteria**
Where the number of applications exceeds the number of available places the Trust will apply the following criteria in order of priority.

After the admission of pupils with an Education, Health and Care Plan or Statement of Special Educational Need naming the school, preferences for the Academy will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

Each of the remaining criterion are subsequently applied in order of priority as tie breakers, with the criterion e being the final breaker.

a. Looked After Children or Previously Looked After Children
b. Children attending a school which is a linked infant school (Askern Moss Road Infant Academy and Askern Littlemoor Infant Academy) and who have, on the closing date, attended a link infant school continuously for more than one calendar year.
c. The children of parents who are ordinarily resident in the catchment area of Spa Academy Askern.
d. Siblings
e. Other children whose nearest school is Spa Academy Askern.

**Independent Appeals**
If a place is not offered at Spa Academy Askern parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision. Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

**Waiting List**
Pupils will be added to the waiting list of Spa Academy Askern if they were refused admission. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

**In Year Transfers**
Applications for in year transfers are considered in accordance with the LA's school admissions arrangements.

Applications should be made on the LA's school transfer form and submitted to the LA for consideration.

A student will be deemed eligible for a school place if there are sufficient places unless specific circumstances apply.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out in Section 5.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date, however usually start dates will be at the beginning of a term.

Pupils are normally admitted to the school at the start of the next new term other than with the prior approval of the Headteacher or in circumstances beyond the parent's control, e.g. movement into the Borough.

Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the school will not be considered, unless there has been a significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DfE requirements pupils may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

**Appendices – Explanation of terms**

**Catchment Area**
The associated catchment area is defined by the Campsmount Pyramid of schools (Askern Littlemoor Infant Academy and Askern Moss Road Infant Academy).

**Common Application Form (CAF)**
The Common Application Form is the form parents fill in to apply for a place at Secondary School which is submitted to the Local Authority.

**Looked After Children or Previously Looked After Children**
Children who are in the care of a local authority as defined by Section 22 of the Children Act 1989 at the time of application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of Children Act 1989) or special guardianship order (Section 14a of the Children Act 1989).

**Ordinarily Resident**
Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**Siblings**
Children who are living within the same family unit (e.g. stepchildren) who are attending the requested school(excluding sixth form), at the point of admission. Where there are twins/children of multiple birth to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school

**Tie Breaker**
Distance from Spa Academy Askern will operate as the final tie break should Spa Academy Askern be oversubscribed from any of its designated priorities as follows:

Children who live nearest to Spa Academy Askern measured in a straight line from the point of the front entrance of the student's place of ordinary residence, to the entrance nearest to the main entrance of Spa Academy Askern.

If two or more pupils live equidistant from the school, the distance each student lives by road will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading information will be withdrawn, e.g. giving a false address. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

St Alban's
Catholic Primary and Nursery School
Member of St Clare's Catholic Multi Academy Trust, Diocese of Hallam

Let God's love shine in our lives as we grow and learn together

# ADMISSION POLICY 2026/2027

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|---|---|---|
| Approved by: | Local Academy Committee | Date: 15/2/25 |
| Last reviewed on: | February 2025 | |

**St Alban's Catholic Primary and Nursery School** was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by St Clare Catholic Multi Academy Trust as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

St Clare Catholic Multi Academy Trust is the admissions authority and has delegated responsibility for setting and managing admission arrangements to the Local Academy Committee of St Alban's Primary School. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1]. The admission authority has set the school's Published Admissions Number ("PAN") at **30** pupils to be admitted to the reception year in the school year which begins in September **2026**.

The Local Academy Committee will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parish of St Alban's, Denaby and Blessed English Martyr's, Mexborough (see notes 3&11)
3. Catholic children who are resident in the parish of St. Alban's for whom St. Alban's is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children (see note 3)
5. Other looked after and previously looked after children (see note 2)
6. Catechumens and members of an Eastern Christian Church (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
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)

[1] **This is for admission to the school at the start of the school year in September and not for applications made in-year.**

(ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated using the local authority's computerised measuring system on the following basis - this is a straight-line measurement from the home address to the school's front gates on Wadworth Street, Denaby. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form (SIF) should be returned to **the Pupil Admissions Manager, Jane Hays, at St Alban's Catholic Primary and Nursery School** by 15th January 2026.

You will be advised of the outcome of your application on 16th April 2026 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with Sheffield Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to **the Headteacher at St Alban's Primary School** at the same time as the admission application is made. The admission authority will make its decision about the request

[2] **This is for admission to the school at the start of the school year in September and not for applications made in-year.**

based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2027.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting

Primary admissions - City of Doncaster Council

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the map which is available from Hallam diocese, and will be applied to the admission arrangements for **2026/2027.**

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.

St Francis Xavier Catholic Primary

# Admissions Policy 2026-2027

**APPROVED BY: GOVERNING BODY**

**DATE APPROVED: SEPTEMBER 2022**

**DATE REVIEWED: SEPTEMBER 2024**

**DATE OF NEXT REVIEW: SEPTEMBER 2025**

*In Catholic voluntary aided schools, the admission authority is the governing body. In Catholic voluntary academies, the admission authority is the academy company. The term "school" is used throughout the document to mean all Catholic schools, including schools in the trusteeship of a religious order. This includes maintained schools, and academies in England.*

*St Francis Xavier* Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

**Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Peter In Chains, west of the Great North Road and West of Somerset Road and Cooper Street, Hexthorpe and the entire Sacred Heart parish of Balby (see notes 3&11)
3. Catholic children who are resident in the parish(es) of St Peter In Chains and St Mary's, Edlington for whom St Peter's or St Mary's is the nearest Catholic school. (see notes 3&11)

4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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).

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to St Francis Xavier Catholic Primary School, Roberts Road, Balby, Doncaster, DN4 0JN by the 15th January 2026

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs B Nesbit, Executive Headteacher at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 17th July 2027.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting St Francis Xavier Catholic Primary School, Balby, Doncaster, DN4 0JN., https://www.xavier.doncaster.sch.uk/

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial

communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

    (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority 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 can be found on the map, available from the Diocese and will be applied to the admission arrangements for 2026-2027 policy.

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.

**ST JOSEPH & ST TERESA'S CATHOLIC PRIMARY SCHOOL**

**ADMISSION POLICY 2026-27**

St Joseph & St Teresa's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The admission authority has set the school's Published Admissions Number ("PAN") at 20 pupils to be admitted to the reception year in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

**Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph & St Teresa's, Woodlands or Blessed English Martyrs, Askern. (see notes 3&11)
3. Catholic children who are resident in the parish of Our Lady of Perpetual Help, Bentley for whom St Joseph & St Teresa's, Woodlands is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. The distance will be measured by the Local Authority and provided to the school.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

Reception applications are now made online at:

https://www.doncaster.gov.uk/services/schools/primary-admissions

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION TO OUR SCHOOL**

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to St Joseph & St Teresa's School by 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.***

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.

## Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child,

i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the headteacher at the school address at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made through the local authority using the following link:

https://www.doncaster.gov.uk/services/schools/primary-admissions

Please note that pupil moves between local schools will only be possible at the start of a term (September, January or April each year).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority.

**Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.**

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their

communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

11. For the purposes of this policy, parish boundaries are as shown on the map, available from the Diocese of Hallam, and will be applied to the admission arrangements.

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.

**PRIMARY**

**St Joseph's School, A Catholic Voluntary Academy**

**ADMISSION POLICY 2026-27**

St Joseph's is part of the St Francis Catholic Multi Academy Trust (St Francis CMAT), a multi-academy trust based in the Diocese of Hallam. The vision for our Trust within the Diocese is:

- For all children to receive innovative, creative and personalised teaching and learning
- For all children to receive an outstanding curriculum which shapes them as people in God's image
- For all children to flourish in stimulating, highly effective, happy environments
- For the Trust to be the employer of choice for all staff through investment, recognition and progression.

St Joseph's School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and St Francis CMAT's articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school is fully inclusive and welcomes applications for the admission of children of all abilities and needs. The school fully complies with its responsibilities under the Equality Act 2010.

St Francis CMAT is the admissions authority though responsibility for admissions to this school has been delegated to the School's Local Academy Committee. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Local Academy Committee has set its admission number at **30** pupils to be admitted to the reception year in the school year which begins in September 2026.

The Local Academy Committee may admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN") depending on the circumstances of each case.

## 1. Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## 2. 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 Christ the King. (see note 3)

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) 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 (see note 8).

(ii) Children of staff 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 where:

   a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or

   b. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. In St Joseph's this will apply to the following groups of staff: Teaching and Support Staff.

Priority within (i) and (ii) above and for any other children being ranked within each category within the oversubscription criteria will be determined in line with the tie break set out below.

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance.

Children who live nearest to the school will be measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using the local authority's computerised programme.

**Child's Home Address**

The child's home address will be the address at which they live and sleep with their parent (as defined below) for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P.

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 Common Application Form, provided that the child resides at that address for any part of the school week.

Where there is an issue over whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form ("SIF") attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to **Headteacher, St Joseph's School, Bevan Ave, New Rossington, Doncaster DN11 0NB or via the office admin on admin@st-josephs.doncaster.sch.uk by 15th January 2026.**

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request for admission outside of the normal age group is separate to any application to the school and should be made in writing to **Headteacher, St Joseph's School, Bevan Avenue, New Rossington, Doncaster DN11 0NB or via admin@st-josephs.doncaster.sch.uk** at the same time as the admission application is made. The Local Academy Committee will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Local Academy Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. The Local Academy Committee may also have regard to guidance issued to admissions authorities on the admission of children outside their normal age group.

Where the application is agreed in principle, the Local Academy Committee will write to the parents confirming this. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Local Academy Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. The application for admission must be accompanied by the letter confirming the Local Academy Committee's agreement in principle.

This means that even where the Local Academy Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child. This is particularly relevant in the case of "summer born children" for whom a place in Reception Year is being sought one year later than usual, as they could be left without a place in Reception Year at the school, and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with a place available in Reception Year, or to seek a place in Year 1 at the school subject to their being any places available.

**Children of UK Service Personnel and Crown Servants**

In relation to families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting **Headteacher, St Joseph's School, Bevan Avenue, New Rossington, Doncaster DN11 0NB or via admin@st-josephs.doncaster.sch.uk.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Academy Committee is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Academy Committee has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The Local Academy Committee reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 and includes those children who appear to the Local Academy Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received

if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent's partner with whom they have been cohabiting for a period of at least one year at the application deadline where that child lives for at least part of the week in the same family unit at the same address as the applicant.

   Parents must ensure that they have included full details of the sibling in the Common Application Form to be included in this category. Failure to do so will result in the child being placed into the next category that applies.

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.

St Mary's Catholic Primary School

# Admissions Policy 2026-2027

**APPROVED BY: GOVERNING BODY DATE APPROVED: SEPTEMBER 2022 DATE REVIEWED: SEPTEMBER 2024 DATE OF NEXT REVIEW: SEPTEMBER 2025**

*In Catholic voluntary aided schools, the admission authority is the governing body. In Catholic voluntary academies, the admission authority is the academy company. The term "school" is used throughout the document to mean all Catholic schools, including schools in the trusteeship of a religious order. This includes maintained schools, and academies in England.*

St Mary's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] . The admission authority has set the school's Published Admissions Number ("PAN") at 30 pupils to be admitted to [the reception year] in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

**Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

**Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish(es) of St Mary's, Edlington (see notes 3&11)
3. Catholic children who are resident in the parish(es) of Scared Heart for whom St Francis Xavier is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)

6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
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).

**Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

**Application Procedures and Timetable**

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 4 or 6 to 8. The Supplementary Information Form should be returned to St Mary's Catholic Primary, Bungalow Road, Edlington, Doncaster, DN12 1DL by the 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 4 or 6 to 8, and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

**Late Applications**

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

**Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1 st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Mrs B Nesbit, Executive Headteacher at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

**Waiting Lists**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 17th July 2027.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting St Mary's Catholic Primary, Bungalow Road, Edlington, Doncaster, DN12 1DL., https://www.st-marys-pri.doncaster.sch.uk/

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

**Nursery**

For children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at the school's nursery does not automatically guarantee that a place will be offered at the school.

**The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 an 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. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. “children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

    - A religion which involves belief in more than one God, and
    - A religion which does not involve belief in a God.

    Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. ‘brother or sister’ includes:

    (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

    (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority 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 can be found on the map, available from the Diocese and will be applied to the admission arrangements for 2026-2027 policy.

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.

ST. OSWALD'S
C of E ACADEMY

# ADMISSIONS

# 2026-2027

| | |
|---|---|
| **PERSON RESPONSIBLE FOR POLICY:** | **SHARON PATTON**<br>**(EXECUTIVE HEADTEACHER)** |
| **APPROVED:** | **DATE:** |
| **SIGNED:** | **ROLE:** |
| **TO BE REVIEWED:** | |

## *Our Vision*

We look towards the parable of the Good Samaritan as our guide. We aspire for our school to be a place where all children are valued, where they feel safe, are happy and learn well. We want our school to have a warm, friendly atmosphere, which supports families, builds relationships and sets children up for a life of learning. We want our Christian values to guide our pupils along the right path and help them to achieve fulfilling and happy lives.

**'Love your neighbour as yourself' - Parable of the Good Samaritan Luke 10:25-37**

**DIOCESE OF SHEFFIELD**

**Working in Partnership with Doncaster local Authority**

**Executive Head teacher: Mrs S Patton**
**Head of School: Mrs C Furniss**
**Telephone: 01302 770330**

# 2026-2027 ADMISSIONS POLICY

## INTRODUCTION

St Oswald's Church of England Primary Academy and Nursery School works with the Diocese of Sheffield and Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 3+ to 11+ years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in the school's admission criteria.

St Oswald's is a Church of England Primary Academy in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

## Reception Class admissions

### The admission number for this year is 30

Children will usually be admitted during the autumn term following their 4th Birthday.
However, parents can request:

a) That the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age.(Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of year 1);
b) That their child takes up the place part-time until the child reaches compulsory school age

The closing date for admissions for Reception applications is 15th January, 2026.

## Nursery admissions

### The admission number for nursery for this year is 26

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email admin@soa.dsat.education for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

## Closing and Announcement Dates

The closing date for receipt of applications for nursery will be October 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

## Admission to Nursery

A child who has attained the age of three years on, or before, the 31 August will normally be admitted part-time to a nursery class from the start of the following school year.

Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

## Early Admission

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;

a) Children born in the Autumn Term may be able to start in the Spring Term.
b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements

**PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM.**

## MAKING AN APPLICATION

1. Applications are made on the **Common Application Form.**

2. To support your application to St Oswald's church of England Primary Academy, please complete the **Supplementary Information Form.** This is not an application form for admission to the school but will be used by school when applying the admissions criteria.

3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable).

## CRITERIA FOR ADMISSION:

## OVERSUBSCRIPTION CRITERIA

Where there are more applications for admission than the planned admission number stated, the Admission committee will apply the following admission criteria in strict order of priority:

1. Children in care / Looked after children and children who were previously in Care/ Looked after. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children who have a brother/sister attending the school at the time of anticipated admission.

3. Children whose parents/carers who reside in the ecclesiastical parish of Holy Trinity and St Oswald's.

4. Children who regularly attend the parish church of Holy Trinity and St Oswald's but reside outside the ecclesiastical parish of Holy Trinity and St Oswald's.

5. Children whose parents/carers reside outside the ecclesiastical parish of Holy Trinity of St Oswald's and regularly attend another Christian denomination participating in 'Churches Together in England'

6. Children of staff members.

7. All other children.

Should the admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from the point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

## TIE BREAK CLAUSE

Tie-Breakers

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school entrance in Silver Birch Grove.

The drawing of lots will be undertaken by someone independent of the admission authority.

## IN YEAR TRANSFERS

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2026 – 2027

https://www.doncaster.gov.uk/services/schools/primary-admissions

**FOOTNOTE**
The school number has been calculated according to the net capacity of the school which the law defines and had been agreed with the Local Authority.

## DEFINITIONS

### 1. Definition of brother or sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

### 2. Definition of parent/carer

A parent/carer is any person who has parental responsibility. Where admission arrangements refer to 'parents/carer attendance at church' it is sufficient for just one parent/carer to attend. 'Family members' include only parents and siblings.

### 3. Definition of regular attendance at Church

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

### 4. Definition of Churches Together in England

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site.

https://cte.org.uk/

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

### 5. Definition of a looked after child

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 if their social services functions (see the definition in Section 22(1) of the Children's 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.

### 6. Definition of children of staff at school

### Children of staff

a) Where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or
b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

## PLACE OF RESIDENCE

The child's ordinary place of residence will normally be a residential property at which the parent(s) or person(s) with parental responsibility for the child reside at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person(s) with parental responsibility, for the greater part of the week.

## LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority scheme.

## WAITING LISTS

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

2. A vacancy only arises when the number of offers to the school falls below the admission number.

3. The waiting list will be established on the offer day.

4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

## FALSE INFORMATION

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

## APPEALS AGAINST THE GOVERNING BODY'S DECISION TO REFUSE ADMISSION

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section
Directorate of Resources
Doncaster Council
Civic Office
Waterdale

Doncaster DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

## ***DOCUMENTATION REQUIRED***

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*

2. *The Supplementary Information Form, obtainable in the LA admission booklet, MUST be completed and securely attached to the Common Application form and returned to the Local Authority.*

3. *Minister's reference to support regular church attendance.*
   ***St Oswald's church Ministers reference***
   ***Reference MUST be handed into school office for completion by St Oswald's minister.***

4 *A copy of the Parents/carers or Childs regular attendance register.*
   **St Oswald's Church's attendance register**
   **Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.**

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*

6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL" may affect the admission category in which your application is placed.*

# St. Peter's Catholic Primary School

# ADMISSION POLICY 2026-2027

Date Policy Last Reviewed:

Signed by:

| | | | |
|---|---|---|---|
| C. Young | Headteacher | Date: | 17/10/2024 |
| K.-A. Kent | Chair of Governors | Date: | 17/10/2024 |

St Peter's is part of the St Francis Catholic Multi Academy Trust (St Francis CMAT), a multi-academy trust based in the Diocese of Hallam. The vision for our Trust within the Diocese is:

- For all children to receive innovative, creative and personalised teaching and learning
- For all children to receive an outstanding curriculum which shapes them as people in God's image
- For all children to flourish in stimulating, highly effective, happy environments
- For the Trust to be the employer of choice for all staff through investment, recognition and progression.

St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and St Francis CMAT's articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The school is fully inclusive and welcomes applications for the admission of children of all abilities and needs. The school fully complies with its responsibilities under the Equality Act 2010.

St Francis CMAT is the admissions authority though responsibility for admissions to this school has been delegated to the School's Local Academy Committee. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Local Academy Committee has set its admission number at **30** pupils to be admitted to the reception year in the school year which begins in September 2026.

The Local Academy Committee may admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN") depending on the circumstances of each case.

## 1. Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

## 2. 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. Peter's in Chains, Doncaster and St. Paul's, Cantley, Doncaster. (*see note 3*)
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) 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 (see note 8).

(ii) Children of staff 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 where:

a. the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or

b. the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage. In St Peter's, this will apply to the following groups of staff: Teaching and Support Staff.

Priority within (i) and (ii) above and for any other children being ranked within each category within the oversubscription criteria will be determined in line with the tie break set out below.

## Tie Break

Priority will be given to children living closest to the school determined by the shortest distance.

Children who live nearest to the school will be measured in a straight line from the centre point of the child's ordinary place of residence, to the entrance nearest to the reception point of the school building.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation. Measurements will be made using the local authority's computerised programme.

## Child's Home Address

The child's home address will be the address at which they live and sleep with their parent (as defined below) for more than 50% of their time from Monday to Friday during term time at the application deadline. It will usually be the address at which the child is registered with their G.P.

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 Common Application Form, provided that the child resides at that address for any part of the school week.

Where there is an issue over whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

## Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form ("SIF") attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to **Office Manager, St Peter's Catholic Primary School, Sandy Lane, Doncaster, DN4 5EP** by the closing date of 15th January 2026.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 4 or 6 to 8, and this is likely to affect your child's chance of being offered a place.**

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2026.**

## Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

## Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

## Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request for admission outside of the normal age group is separate to any application to the school and should be made in writing to **Headteacher, St Peter's Catholic Primary School, Sandy Lane, Doncaster, DN4 5EP by the closing date of 15th January 2026.** at the same time as the admission application is made. The Local Academy Committee will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the Local Academy Committee will take into account the views of the parents and of appropriate medical and education professionals, as appropriate. The Local Academy Committee may also have regard to guidance issued to admissions authorities on the admission of children outside their normal age group.

Where the application is agreed in principle, the Local Academy Committee will write to the parents confirming this. Parents should note that an agreement in principle is not the same as an offer of a place in the desired year group - it is simply an indication that the Local Academy Committee will accept an application for admission of the child to the desired year group. Once an application for admission to the desired year group has been submitted, it will be processed with all other applications for that year group, with the oversubscription criteria being applied where more applications are received than there are places available. The application for admission must be accompanied by the letter confirming the Local Academy Committee's agreement in principle.

This means that even where the Local Academy Committee has agreed in principle to a child being admitted outside their normal age group, there is no guarantee that a place in the desired year group will be achieved for the child. This is particularly relevant in the case of "summer born children" for whom a place in Reception Year is being sought one year later than usual, as they could be left without a place in Reception Year at the school, and the child's parents will then need to decide whether to submit an application for admission outside normal age group to another school with a place available in Reception Year, or to seek a place in Year 1 at the school subject to their being any places available.

## Children of UK Service Personnel and Crown Servants

In relation to families of service personnel with a confirmed posting, or crown servants returning from overseas, the school will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.

## Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting **Headteacher, St Peter's Catholic Primary School, Sandy Lane, Doncaster, DN4 5EP.**

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

## Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Academy Committee is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Academy Committee has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The Local Academy Committee reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.**

***Notes (these notes form part of the oversubscription criteria)***

1. 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 and includes those children who appear to the Local Academy Committee to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

6. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and

which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

8. 'brother or sister' includes:

(i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner with whom they have been cohabiting for a period of at least one year at the application deadline where that child lives for at least part of the week in the same family unit at the same address as the applicant.

Parents must ensure that they have included full details of the sibling in the Common Application Form to be included in this category. Failure to do so will result in the child being placed into the next category that applies.

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.

# Admissions Policy 2026/2027
# Doncaster Local Authority Schools

| | |
|---|---|
| **Balby Central Primary Academy** | **Hatchell Wood Primary Academy** |
| **Lakeside Primary Academy** | **Owston Park Primary Academy** |
| **Richmond Hill Primary Academy** | **Woodfield Primary School** |
| **Scawsby Junior Academy** | **Town Field Primary** |



# Version Control

| Version | Revision Date | Revised By | Section Revised |
|---|---|---|---|
| V2 | Sept 2022 | No Revisions | No Revisions |
| V3 | Sept 2023 | H Harrison | Addition of: Introduction, aims, legislation and statutory requirements.<br>Addition of: Requests for admission outside of the normal age group<br>Addition of Appendix A |
| V4 | Dec 2023 | No Revisions | No Revisions |
| V5 | Dec 2023 | No Revisions | No Revisions |
| V6 | Sept 2024 | L Williams | Increase Woodfield Primary School PAN to 56 |

# THE ROSE LEARNING TRUST

## Introduction

The Rose Learning Trust is its own admissions authority; this means that the trust is responsible for setting its own admissions arrangements.

For the purposes of aligning with other local schools and academies, the trust continues to use Doncaster Local Authority for the co-ordination of all admission and making offers of places

## Aims

This policy aims to:

- Explain how to apply for a place at a school in The Rose Learning Trust
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision to not offer a place

## Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admission Code 2021
- Schools Admission Appeals Code

The trust is required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association

# 1. Admission Arrangements for Doncaster Council Local Authority 2026/27 School Year

1. These are the admission arrangements for the 2026/27 school year.

2. Unless delegated to the Local Authority, only the Trust Board is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

## General Statement

3. In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## Admission Number

4. The admission number for the school is [**see Appendix A**]. A school must have an admission number for each relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Trust Board consults with the LA.

5. Before making a final decision, the Trust Board considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6. In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF)[i] under a Coordinated Admission Scheme (CAS)[ii].

## Expressing A Preference - Year of Entry

7. Applications for admission to a school's year of entry should be made in accordance with the relevant CAS.

## Closing Date For Receipt Of Parental Preferences

8. The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

   Late applications are processed in accordance with the relevant CAS.

## Eligibility For A Place At A School - Oversubscription Criteria

9. This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit. Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

   **a) Looked After Children or all Previously Looked After Children[iii]**

   **b) Catchment Area**
   Children who are ordinarily resident in the catchment area of the school.

   For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

   **c) Siblings**
   Children who are living within the same family unit (e.g., stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

   Where a place is only available for one child from a multiple birth i.e., twins, each child will be offered a place.

   **d) Proximity**
   Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence[iv] to the entrance nearest to the reception point of the school.

   If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g., in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

## The Offer Of A Place At A School

10. Decisions will be posted to parents in accordance with the Authority's CAS.

## Unsuccessful Applications

11. Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

## Waiting Lists

12. Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13. Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

## In Year Transfers

14. Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15. Where there are sufficient places, an application will normally be agreed unless specific circumstances apply[v].

16. Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17. Where a place is not available, the application will normally be refused, and the applicant will be offered the right of appeal to an independent appeals panel.

18. If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

19. Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g., movement into the Borough.

20. Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21. Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the school's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22. In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## Requests For Admissions outside the normal age group

23. Parents are entitled to request a place for their child outside of their normal age group.

    Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the school admissions code, this will include taking account of:

    - Parents' views
    - Information about the child's academic, social and emotional development
    - Where relevant, their medical history and the views of a medical professional
    - Whether they have previously been educated out of their normal age group
    - Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
    - The Headteachers views

    Where possible, requests for admissions outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

    Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## Independent Appeals

24. If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

    Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

    Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

# General Information

## False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g., giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

## Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

# APPENDIX A

## Our Schools, Local Authorities and Published Admission Numbers

| | School | Local Authority | Published Admission Numbers |
|---|---|---|---|
| | Balby Central Primary Academy | Doncaster Council | 60 |
| | Hatchell Wood Primary Academy | Doncaster Council | 60 |
| | Lakeside Primary Academy | Doncaster Council | 60 |
| | Owston Park Primary Academy | Doncaster Council | 60 |
| | Richmond Hill Primary Academy | Doncaster Council | 60 |
| | Woodfield Primary School | Doncaster Council | 56 |
| | Scawsby Junior Academy | Doncaster Council | 90 |
| | Town Field Primary | Doncaster Council | 60 |

# Explanatory Notes

**i** Common Application Form (CAF)

This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

**ii** Co-ordinated Admissions Scheme (CAS)

A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**iii** Looked After Children or Previously Looked After Children

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

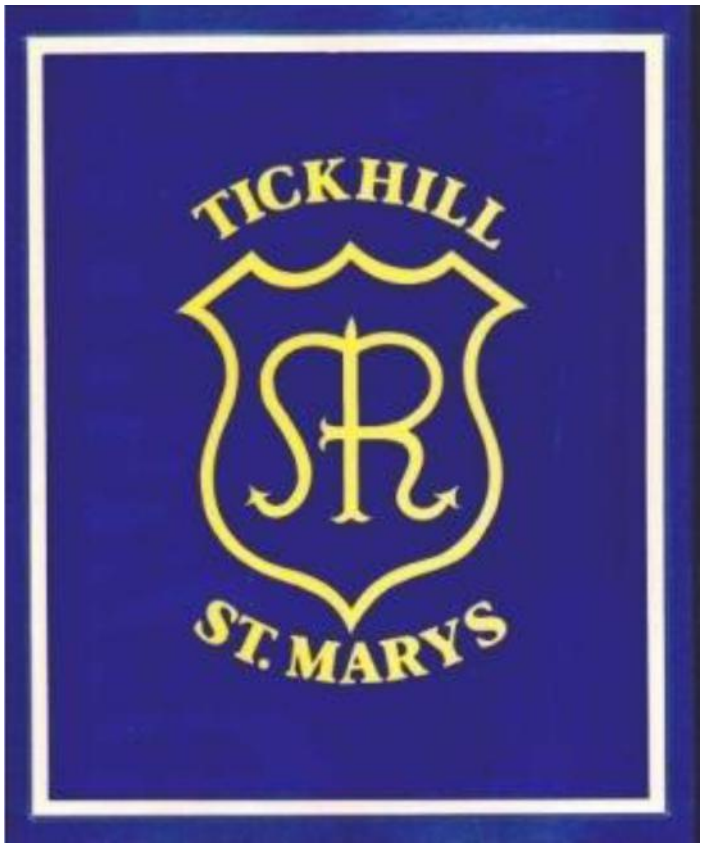
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**iv** Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

**v** Specific Circumstances For Refusal An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy

# St Mary's C.E. Primary and Nursery School




## Admissions Policy

*Growing together, learning together*

**Monitoring and Review**

It is the responsibility of our governing body to agree and monitor our policies. The Curriculum and Standards Team has this responsibility, though the day to day management of it is devolved to the Head Teacher.

As with all our policies, this was developed following a period of practice and consultation before being presented for Governors' consideration.

Mrs R Kendrew-Jones

**Mission Statement**

*'Here at St Mary's Church of England Primary School, through our Christian values, we aspire to nurture and educate the whole child: caring for their well-being, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our aim that children, parents and school staff should work together towards this end.'*

**Equal Opportunities**

At Tickhill St Mary's School we are committed to giving all our children every opportunity to achieve the highest of standards. We acknowledge the right of every individual to be treated fairly and with respect regardless of appearance, age, race, gender identity, background, creed, attainment, ability or sexual orientation. We aim to fulfil this ideal through our policies and practice.

**Christian Ethos**

Tickhill St Mary's School is a Church of England School and, as such, we ensure that the Christian ethos is central to all our policies and practice.

**Safeguarding Statement**

St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

**DIOCESE OF SHEFFIELD**

**Admission Policy for Tickhill St Mary's CE Aided Primary School 2026/2027**

**Introduction**

Tickhill St Mary's CE Aided Primary and Nursery School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Mary's C.E. Primary and Nursery School
Admissions Policy

Tickhill St Mary's is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

The admission number for 2026/27 is 30 and children will be admitted during the Autumn term following their 4th birthday. Where parents wish to defer entry or request that the child attends part-time, the request will be considered where it appears to be in the best interest of the child. All children will be admitted by the term following their 5th birthday – compulsory school age

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

*Making an Application*

1. Applications are made on the **Common Application Form** on-line on the Admissions section of the local authority website
2. To support your application to Tickhill St Mary's CE Aided Primary and Nursery School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2026 along with the **Supplementary Information Form** (if applicable) – written confirmation should be obtained from the local authority that applications have been received (this will usually be by email)

*Criteria for Admission*

- Children who have an Education Health and Care Plan and the school is named as the most appropriate education setting for the child will be admitted

*Oversubscription Criteria*

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in care/Looked after children and children who were previously in care/looked after (see definition 5 page3)
2. Children with special medical or social circumstances where these needs can only be met at this school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission
4. Children of parents/carers (see definition 2) who reside in Tickhill and Stainton and regularly (see definition 3) attend the churches of St Mary's or St Winifrid
5. Children who reside in Tickhill or Stainton and regularly attend the churches of St Mary or St Winifrid

6. Children of parents /carers who reside in Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'(see definition 4 )
7. Children who reside in Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
8. Children who reside outside Tickhill and Stainton and regularly attend a Christian denomination participating in 'Churches Together in England'
9. Children who are resident in Tickhill and Stainton
10. Children of staff in the school (See definition 6)
11. Children who reside outside Tickhill and Stainton who currently attend the nursery at Tickhill St Mary's CofE Primary & Nursery School (see definition 7)
12. All other children by distance

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

* In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

**Tie Break**

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

**In Year Transfers**

Doncaster Local Authority will co-ordinate in year transfers for our school in 2026/27

*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**

Please refer to the website www.churches-together.org.uk for an up to date list

**Definition 5 – Looked after children**

Children who are Looked After Children and all previously Looked After Children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Definition 6 – Children of Staff at School**

Children of staff

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or

b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

**Definition 7 – Children who reside outside Tickhill and Stainton who attend Nursery**

All children who do not fall into criteria 1 to 10 who currently attend the Nursery at Tickhill St Mary's CofE Primary & Nursery School

**Definition 8 – All Other Children**

All Children who do not fall into 1 to 11.

**Place of residence**

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child reside at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

**Late Applications**

Late applications will be dealt with in accordance with the Local Authority scheme.

**Waiting List**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

2. A vacancy only arises when the number of offers to the school falls below the admission number.

3. The waiting list will be established on the offer day.

4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.

5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

**False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer who has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

**Applications outside the normal admissions round**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

**Appeals against the Governing Body's decision to refuse admission**

If a place is not offered at the school, parents/carers have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Appeal forms should be requested as per the instructions on the decision letter i.e. all appeals should be made in writing by completing the appropriate online form provided by the Admissions Team.

To request an appeal form for a Doncaster school email admissionappeals@doncaster.gov.uk with the following:

- Childs Name
- Childs Date of Birth
- School you wish to appeal for

Alternatively, parents/carers should leave the above details along with their home address on the voicemail service – 01302 737274.

A guidance document and a link to an online appeal form will be emailed to parents/carers with a form to complete and submit.

# Tornedale Infant Academy

# ADMISSION ARRANGEMENTS FOR TORNEDALE INFANT ACADEMY

# 2026/2027 SCHOOL YEAR

| VERSION | AUTHOR | SUMMARY OF CHANGES | DATE PUBLISHED | DATE OF REVIEW |
|---|---|---|---|---|
| 1.0 | AJB | New policy format | March 2025 | September 2025 |
| | | | | |
| | | | | |

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## 1. INTRODUCTION

1.1 Tornedale Infant Academy is part of Leger Education Trust and administers admissions in line with legal requirements of the National Code of Admissions and acting upon where appropriate advice and guidance from the Admissions forum and the DfE. Parents will apply for places to Tornedale Infant Academy as part of the Doncaster Local Authority process. Tornedale Infant Academy will work in partnership with Doncaster Local Authority to ensure student places are given fairly, in line with the published admissions criteria, which will conform with the National Code of Practice on Admissions.

1.2 Tornedale Infant Academy serves a local community, usually referred to as the 'catchment area'. This policy reflects the Academy Trust's commitment to providing places where possible to students who live in our catchment area as defined by our pyramid schools.

1.3 Attendance at the nursery at Tornedale Infant Academy does not guarantee a place in reception. Parents of children attending nursery must make an application for reception on-line through Doncaster Council.

## 2. ADMISSION NUMBER

2.1 The admission number for the academy is 60 and the admission number for Tornedale's Nursery is 52. 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 academy in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

2.2 Before making a final decision, the CEO along with the Governing Body and the Headteacher considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

2.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form (CAF) under a Coordinated Admission Scheme (CAS).

## 3. EXPRESSING A PREFERENCE – YEAR OF ENTRY

Applications for admission to a school's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme. The Admissions Scheme is published on the Doncaster Council Website see Appendix 1.

## 4. CLOSING DATE FOR RECEIPT OF PARENTAL PREFERENCES

The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS. Late applications are processed in accordance with the relevant CAS.

## 5. ELIGIBILTY FOR A PLACE AT A SCHOOL – OVERSUBSCRIPTION CRITERIA

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for Tornedale Infant Academy will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked after children or all previously looked after children**
This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted or became subject to a child arrangement order or special guardianship order.

**b) Catchment Area**
Children who are ordinarily resident in the catchment area of the school. For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**
Children who are living within the same family unit (e.g.step-siblings, foster siblings, adopted siblings) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included. Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**
Children who live nearest to the requested school measured in a straight line from the center point of the child's ordinary place of residence iv, to the entrance nearest to the reception point of the academy.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

The random allocation process will be supervised at all times by someone independent of the academy. In the case where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the measurements will take into account both places of residence.

Measurements will be made using a computerised programme.

## 6. THE OFFER OF A PLACE AT A SCHOOL

Decisions will be emailed to parents in accordance with the Local Authority's Coordinated A dmissions Scheme. The offer is made on the National Offer Day. Primary academies this is the 16th April (or by the next working day when the 16th April falls on a weekend or Bank Holiday)

## 7. UNSUCCESSFUL APPLICATIONS

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.

## 8. WAITING LISTS

8.1 Pupils will be added to the waiting list(s) of academies where they were refused a place and those academies were ranked higher on the Common Application Form than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the Autumn Term (31stDecember).

8.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

8.3 Looked after children or previously looked after children will be allocated a place at the academy in accordance with the Fair Access Protocol and will take precedence over those on the waiting list.

## 9. IN YEAR TRANSFERS

9.1 A parent can apply for a place for their child at any school, at any time. Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by the academy. They should be made on the official application form and will be managed by the Local Authority admissions scheme. Information on how in-year applications can be made are available on the Doncaster Council website.

9.2 Where there are sufficient places, an application will normally be agreed unless specific circumstances apply.

9.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

9.4 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

9.5 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

9.6 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

9.7 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

9.8 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

9.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

## 10. NURSERY ADMISSIONS

10.1 Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability of places, successful applicants will be eligible for admission during the term following their third birthday. (See section 10.9)

10 2 Pupils are entitled to 15 hours' free provision per week for 38 weeks.

10.3 **Admission Limit**- The Admission Limit of the academy determines the maximum number of pupils that can be properly accommodated in a nursery. It is not an arbitrary process, and;

- is assessed in accordance with the Department for Education (DfE) Premises Regulations which take account the nature and type of the school buildings providing for the acceptable amount of space for each pupil, and
- takes into account the DfE staffing ratio of 1 adult to 13 pupils with at least one adult being a teacher.

10.4 Closing and Announcement Dates- The closing date for receipt of applications for nursery in September 2026 is 6 October 2025. Decisions are emailed to parents during November 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

10.5 Applications are considered during the school year and should be submitted by Friday at 5pm during term time. Decisions are normally posted within 2 school weeks.

10.6 **Admission to Nursery** - A child who has attained the age of three years on, or before, the 31 August 2025 will normally be admitted part-time to a nursery class from the start of the following school year.

10.7 Although the majority of children will only attend one nursery, the minimum period they should attend is one term and parents are required to sign a contract on a termly basis.

10.8 Only in exceptional circumstances will a pupil be allowed to transfer between academies/nurseries during a term, ie, where they change their address or there is a change in child care arrangements.

10.9 **Early Admission -** Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the academy/school in criteria order as follows;

a) Children born in the Autumn Term may be able to start in the Spring Term.
b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements.

10.10 **Allocation of Places and Admission Criteria** - This section outlines the criteria to be used to decide upon eligibility for a place where the number of applications exceeds the admission limit.

Having regard to a pupil with an Education Health and Care Plan naming the school in their statement, the criteria for allocating places is listed below in order of priority:

a) Looked After Children or All Previously Looked After Children
b) Children who are ordinarily resident in the catchment area of the school. For the purposes of applications received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on the closing date. A child's place on a waiting list is reviewed once the parent has confirmed that the pupil is resident at a different address.
c) Doncaster Children, living within the same family unit (e.g. step siblings, foster siblings, adopted siblings) who are attending the academy at the point of application (excluding nursery).
d) Doncaster children who live in the catchment area of an academy without a nursery.
e) Doncaster children who live in the catchment area of an academy with a nursery.
f) Children not resident in Doncaster.

If, in any category, there are more children than places available, places will then be determined by reference to order of birth, ie, eldest first.

If there are any children with identical dates of birth, the child living nearest to the academy will be offered the place. The distance is measured in a straight line from the point of the front entrance of the pupil's home, to the entrance nearest to the reception point of the academy building. In the case of split-site academies, it shall be the entrance nearest to the reception point of the site the pupil attends for the purpose of registration.

10.11 **Waiting Lists** - In the event of a parent being refused admission, the child's name will be placed on a waiting list for the nursery. Waiting lists are held all year in criteria order and by date of birth within criteria (eldest first).

If a place becomes available, it will be offered first to children of current nursery age and then to any children who may be eligible to be admitted 'early'. No priority will be given to the date of receipt of the application.

10.12 Places will only be allocated from the waiting list when the number of pupils in the nursery falls below the Admission Limit. If a place does become available, it will be allocated to the child at the top of the list on the day that the LA receives confirmation of the vacancy.

10.13 Further Information Further, more detailed information about the admission process can be found in the Starting in a Nursery Booklet, available from the academy or the LA as follows: -

**Address**: Admissions and Pupil Services, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

**Email address**: admissions@doncaster.gov.uk

## 11. DEFERRED ENTRY FOR THE ADMISSION OF SUMMER BORN CHILDREN

In December 2014, the Department for Education (DfE) published new guidance regarding the admission of summer born children (those born between 1 April and 31 August). The DfE's guidance is available to view on their website. In response to this guidance and the new statutory requirements in the revised School Admissions Code, Doncaster authority and Exceed Learning Partnership updated their admissions policy to address the options available to parents of summer born children.

The updated guidance published by the DFE (September 2021) School Admissions Code states that

parents of summer born children may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than Year 1.

Decisions for the admission of summer born children must be made on the basis of each case and in the best interest of the child concerned. This will include taking into account the views of the parent, information about the child's academic, social and emotional development and where relevant their medical history and the views of a medical professional. Admission authorities must also take into account whether the child has previously been educated out of their normal age group: and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

### 11.1 **When will my child reach statutory school age?**

Children must be receiving full-time education by the start of the term following their fifth birthday.

- For children born between 1 September and 31 December, they reach compulsory school age on 31 December and must be receiving full-time education at the start of the Spring term (i.e. after the Christmas holidays, in January)
- For children born between 1 January and 31 March, they reach compulsory school age on 31 March and must be receiving full-time education by the start of the Summer term (i.e. after the Easter holidays, in March or April)
- For children born between 1 April and 31 August, they reach compulsory school age on 31 August and must be receiving full-time education at the start of the new school year (i.e. after the summer holidays, in September).

### 11.2 **What options do I have available?**

In Doncaster, we provide for the admission of all children in the September following their fourth birthday. Parents of non-compulsory school age children (four year olds) may request a pattern of part-time attendance or deferment if that best suits the needs of their child. Parents will be offered the opportunity for their child to:

- start Reception in September on a full-time basis from their first day of attendance or on a part-time basis up to the point of reaching compulsory school age;
- defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the summer term of the school year for which the offer of the school place was made. And for summer born children (those born between 1 April and 31 August) only:
- delay their child's entry to school until they reach compulsory school age and be admitted to Reception rather than Year 1 with their chronological peers. This means that a summer born child would not start school at all during the academic year after their fourth birthday. Details on the process for seeking approval for deferred admission are provided below.

### 11.3 **How do I make the request?**

Before deciding to defer your child's admission, you should first contact the school(s) you are interested in applying for. They will be able to explain the provision on offer to children in Reception, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. They may also be able to allay any concerns that you may have about your child's readiness for school.

If you still wish to defer your child's admission to school, you must seek approval from the admission authority of each school you wish to apply for.

| Type of School | Who is the Admission Authority for the School? |
|---|---|
| Academy | Academy Trust (Leger Education Trust) delegated to Doncaster MDC |
| Community | Local Authority |
| Foundation | Governing Body |
| Voluntary Aided | Governing Body |

For Tornedale Infant Academy within Leger Education Trust, you must complete a Request to Defer Admission Form and discuss your request with the academy directly.

In addition to seeking approval from the admission authority of your preferred school(s), you are also advised to make an application as part of the main admission round for the year group that your child would normally be admitted to school, until a decision on your request has been reached.

As described above, each child's circumstances are considered on a case-by-case basis and a decision will be made in the best interests of the child. The Admission Authority is required to seek the views of the Headteacher of the school concerned.

You will receive a response in writing to your request before the primary national offer date setting out clearly the reasons for the decision.

If your request to defer is approved, you can simply withdraw your application for the normal age group. You will then need to make a new application as part of the main admission round for the following year.

If your request to defer is refused, you will need to decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

11.4 **Do I need to provide medical evidence or reports from an educational psychologist?**

As detailed above, you may provide evidence to support of request for deferred admission if you wish but it is not compulsory.

11.5 **Will all schools agree to my request?**

Not necessarily. One admission authority cannot be required to honour a decision made by another admission authority. You must seek separate approval for academies because Doncaster is not the admission authority for these types of establishments.

11.6 **Am I guaranteed a place?**

Any agreement to defer your child's admission to Reception does not guarantee a place at the preferred school, nor does it provide any additional priority for a place. Your application to the school will be considered alongside all other applications in accordance with the school's published admission criteria. We can however, guarantee that your child will be given a school place. If we cannot offer any of your preferred schools, you will be allocated a Reception place at the nearest school with a vacancy that is willing to accommodate your child's deferred entry. You will have the right of appeal.

11.7 **Can I appeal?**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent appeal panel. Further information on appeals can be found on Doncaster Council's Website. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group either using the school's complaints procedures (for Academies).

11.8 **What happens when my child transfers to the next level of schooling (either to junior school or secondary school)?**

Ideally, your child will remain with the cohort they have been taught with, but this is not guaranteed: at each point of transfer, your request for deferral will be reassessed. Therefore, when your child's natural cohort is applying to transfer to junior or secondary school, you will need to speak to the admission authority of your preferred school(s) to obtain their agreement to continue your child's deferral. If agreed, you would then apply the following academic year (when the other children in your child's class are applying to transfer).

11.9 **Does deferring my child's admission impact on when my child can leave school?**

Yes. If your child has been deferred, he/she will no longer be of compulsory school age during Year 11 of secondary school and will therefore be able to leave school before completing examinations.

11.10 **I'm still not clear, who can I speak to?**

Please contact the academy to which your application relates in the first instance.

## 12. INDEPENDENT APPEALS

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

**Litigation and Education Section**
**Directorate of Resources**
**City of Doncaster Council**
Civic Office, Waterdale, Doncaster, DN1 3BU

## 13. GENERAL INFORMATION

13.1 **False Information** Any place offered on the basis of a fraudulent or intentionallymisleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

13.2 **Multiple Addresses** Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

## 14. EXPLANATORY NOTES

**i Common Application Form (CAF)**

This is a form used in the admission process on which parents express preferences for an academy/school or academies/schools at the normal point of admission.

**ii Coordination Admissions Scheme (CAS)**

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

**iii Looked-After Children or previously Looked-After Children**

Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**iv Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

**v Specific Circumstances for Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy

## APPENDIX 1 – SCHOOL ADMISSIONS GUIDANCE 2026-2027

**Please apply online:** https://www.doncaster.gov.uk/services/schools/primaryadmissions

**For further information, please contact:**

https://www.doncaster.gov.uk/services/schools/school-admissions

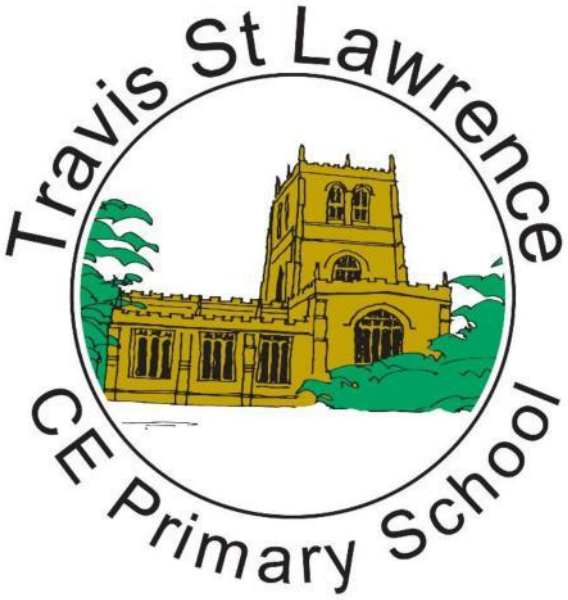
### Nursery Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 6 October 2025 |
| Announcement Period | Decisions will be emailed to parents in November 2025 |

If you haven't applied by the closing date you can still apply online but you may risk not being allocated your first choice school.

### Reception Admissions for September 2026

| | |
|---|---|
| Closing date for applications | 15 January 2026 |




# Admissions Policy

# 202**6**-202**7**

## Introduction

At Travis St Lawrence CE Primary School, we believe that all should have the opportunity to belong, believe, learn and achieve. Our Admissions policy encompasses our vision.

Travis St Lawrence CE Primary School is a Church of England Primary School in the Diocese of Sheffield. It is part of the Diocese of Sheffield Academy Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Travis St Lawrence CE Primary School is a Voluntary Aided Primary School in which the Trust is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

### Reception Class Admissions

**The admission number for this year is 60.**

Children will usually be admitted during the autumn term following their 4th Birthday.

However, parents can request:

a) That the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of year 1).
b) That their child take up the place part-time until the child reaches compulsory school age.

### Nursery Class Admissions

**The admission number for this year is 39.**

Parents should initially apply for their child to be admitted in the September following their child's third birthday. Subject to the availability places, successful applicants will be eligible for admission during the term following their third birthday.

Pupils are entitled to 15 hours free provision per week for 38 weeks.

Please contact the school office or email admin@tsl.dsat.education for additional information on how you can access extended hours. Information is also available regarding charges for these and arrangements.

**Closing and Announcement Dates**

The closing date for receipt of applications for nursery will be 31 October 2025. Late applications are accepted and will be considered after those received by the closing date have been processed.

**Admission to Nursery**

A child who has attained the age of three years on, or before, the 31 August will normally be admitted part-time to a nursery class from the start of the following school year.

Only in exceptional circumstances will a pupil be allowed to transfer between schools during a term i.e. where they change their address or there is a change in child care arrangements.

**Early Admission**

Once a pupil has secured a place for September admission, if places are available children may be admitted earlier. Those places will be offered by the school in criteria order as follows;

a) Children born in the Autumn Term may be able to start in the Spring Term.
b) Children born in the Spring Term may be able to start in the Summer Term.

If a child attends a nursery 'early', they will normally continue into the nursery in the following September unless there has been a change of address or there is a change in child care arrangements

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form

## Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Travis St Lawrence CE Primary School, please complete the **Supplementary Information Form**. This is not an application

form for admission to school but will be used by school when applying the admissions criteria.

3. The **Common Application Form** should be submitted by the closing date for applications along with the **Supplementary Information Form** (if applicable)

## Criteria For Admission

PLEASE NOTE: Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the EHCP process. EVIDENCE OF THE CHILD'S EHCP MUST BE PROVIDED.

## Oversubscription Criteria

Please see Definitions on page 4, Brother/Sister, Parent/Carer, Regular Church Attendance, Churches Together in England, Looked After Children to assist with your application.

Where there are more applications for admission than the planned admission number stated, the Trust /Admission committee will apply the following admission criteria in strict order of priority:

1. **Children in care** (looked after children) **and children who were previously in care/looked after** (see definition 5).

2. **Children who have an older brother or sister** (see definition 1) **attending the school at time of anticipated admission.**

3. **Children whose parents/carers who reside in the ecclesiastical parish of St Lawrence, Hatfield.**

4. **Children who regularly attend the ecclesiastical parish of St Lawrence, Hatfield.** (See definition 3) **but reside outside the ecclesiastical parish of St Lawrence, Hatfield.**

5. **Children whose parents/carers reside outside the ecclesiastical parish of St Lawrence, Hatfield and regularly** (see definition 3) **attend another Christian denomination church participating in "Churches Together in England"** (see definition 4).

6. **Children of staff of the school (see definition 6)**

7. **All other children.**

Should the admission number be reached mid category, applications in that category will be prioritised on the shortest distance measured in a straight line from the point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the school on Cuckoo Lane, lower site, with those living closer to the school receiving higher priority.

**Tie Break**

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed above, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school entrance on Cuckoo Lane, Lower site.

**In Year Transfers**

We will work closely with Doncaster Local Authority to co-ordinate in year transfers for our school.

## FOOTNOTE

The school number has been calculated according to the net capacity of the school which the

law defines and had been agreed with the Local Authority.

## DEFINITIONS

### 1. Definition of brother or sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

### 2. Definition of parent/carer

A parent/carer is any person who has parental responsibility. Where admission arrangements refer to 'parents/carer attendance at church' it is sufficient for just one parent/carer to attend. 'Family members' include only parents and siblings.

### 7. Definition of regular attendance at Church

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

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.

### 8. Definition of Churches Together in England

The Christian denominations participating in 'Churches Together in England' can be found on the CTE web site https://cte.org.uk/

Please refer to this website for an up-to-date list, found in their menu. This may be termed 'Member Church Directory' or 'List of Participating Churches.'

### 9. Definition of a looked after child

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 if their social services functions (see the definition in Section 22(1) of the Children's 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.

**6. Definition of children of staff at school**

**Children of staff**

a) Where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or
b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

**PLACE OF RESIDENCE**

A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. 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 their application form, provided that the child resides at that address for any part of the school week.

**LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority scheme.

**WAITING LISTS**

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Trust's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

**FALSE INFORMATION**

1. Where the Trust has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending upon the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

## APPEALS AGAINST THE TRUST'S DECISION TO REFUSE ADMISSION

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the Local Authority.

2. Parents who intend to make an appeal against the Trust's decision to refuse admission must submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section

Directorate of Resources

Doncaster Council

Civic Office

Waterdale

Doncaster DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

### ***DOCUMENTATION REQUIRED***

*1. The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*

*2. The Supplementary Information Form, obtainable in the LA admission booklet, MUST be completed and securely attached to the Common Application form and returned to the Local Authority.*

*3. Minister's reference to support regular church attendance.*

***St Lawrence's church, Hatfield, Ministers reference***

***Reference MUST be handed into school office for completion by, Hatfield, St Lawrence's minister.***

*4 A copy of the Parents/carers or Childs regular attendance register.*

**Hatfield, St Lawrence's Church's attendance register**

**Parents/carers must ensure that they complete the attendance book held by church on each visit. This attendance register will be forwarded to school.**

5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*

6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND SCHOOL" may affect the admission category in which your application is placed.*

## USEFUL CONTACTS

**ADMISSIONS TEAM**

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

**APPEALS CLERK**

Civic Office
Waterdale
Doncaster
South Yorkshire
DN1 3BU

email:

admissions@doncaster.gov.uk

VENN

# Venn Academy Trust

# Admissions Policy (mainstream schools) 2026-2027

Applies to :
Adwick Primary School
Brooke Primary Academy
Marshland Primary Academy
New Pastures Primary School

| | | | |
|---|---|---|---|
| 1 | Summary | Admissions Policy (mainstream schools) 2026-2027 | |
| 2 | Responsible person | CEO | |
| 3 | Accountable SLT member | CEO | |
| 4 | Applies to | ZAll staff<br>LISupport staff<br>LITeaching staff | |
| 5 | Who has overseen development of this policy | Trust Governance Professional with the Trustee with expertise in admissions | |
| 6 | Who has been consulted and recommended policy for approval | DCEO | |
| 7 | Approved by and date | Board of Trustees – 09.07.24 | |
| 8 | Version number | 3.0 | |
| 9 | Available on | Trust website<br>Academy website<br>SharePoint | ZY LIN<br>ZY LIN<br>ZY LIN |
| 10 | Related documents (if applicable) | | |
| 11 | Disseminated to | ZTrustees/governors<br>ZAll staff<br>LISupport staff<br>LITeaching staff | |
| 12 | Date of implementation (when shared) | 2026-2027 | |
| 13 | Consulted with recognised trade unions | LIY ZN | |

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## 1. Background

### Venn Academy Trust schools:

**Doncaster schools**
Adwick Primary School
Brooke Primary Academy
Marshland Primary Academy
New Pastures Primary School

**Hull schools**
Griffin Primary School
Mountbatten Primary School
Thorpepark Academy

The Academy Trust is the admission authority and is responsible for setting admission arrangements.

The Local Authorities of Hull and Doncaster continues to be responsible for coordinating all admissions in their area and making offers of places.

Further details on how to apply for a school place can be found at www.hullcc.gov.uk/admissionsfor Hull schools and at admissions@doncaster.gov.uk for Doncaster schools.

## 2. Admission arrangements

The admission arrangements explain how children will be admitted into Reception (FS2) in Venn schools at the beginning of the school year in September.
It also explains how children from Reception to Year 6 are admitted outside the normal admission round, known as an “In-year transfer”.

It also explains the procedure if a school is oversubscribed.

The admission arrangements set out how many children the schools will admit and how they will decide which applicants will qualify for places if the number of applications is more than the number of places available.

Applications for pupils having Education Health Care Plan (EHCP) will be dealt with in accordance with the Code of Practice on Special Educational Needs. When a school is named in a child’s EHCP, following consultation with the Head and Governors, the governing body is required to admit the pupil.

If there are fewer applications than places available, all applicants will be allocated a place.

After the allocation of pupils with an EHCP, where the number of applications is greater than the remaining places the following criteria will be applied in the order set out below in the academic year 2026-2027:

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Children who were previously looked after but ceased to be so because they were adopted, have a child arrangement order or a special guardianship order. Including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted" (see notes (i) and (v)).

2. Being resident in the catchment area of the school (see note (ii)).

3. Having a brother or sister who will be attending the school at the expected time of admission (see note (iii) below).

4. Geographical, with priority given to those living nearest to the school (see notes (iv) and (iii) below).

Criteria 4 will be used as a tie breaker for other criteria after the allocation of children with an EHCP and Looked After children if the school is full from within any of the other admission criteria.

**Notes**

(i) A looked-after child is defined in Section 22 of the Children Act 1989

(ii) Residence is defined as the normal family address where the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week. Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place.

(iii) Brothers and sisters include children with the same natural parents living at the same address children with the same natural parents living at different addresses (e.g due to separation of natural parents) half-brothers/sisters living at the same address stepbrothers/sisters living at the same address - children living as part of the same family unit with their parents/guardians at the same address.

(iv) The measurement of distance is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the city. Front entrance of home property (residence) to main entrance of school site is used. This refers to a child living outside the defined catchment area. Distances are measured using the local authority's computerised mapping system.

(v) The highest priority must be given to looked after children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Further references to previously looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

## 3. Appeals

Any parent refused a place will be offered the right to appeal against the decision. This is likely to occur when the year group is full.

An appeal form and guidance will be included with the allocation letter. The completed form should be returned to the admissions team by the date specified on the appeal form.

An appeal will be heard before an independent appeals panel and will be managed by the Local Authority.

Appeals for normal round admissions will be heard within 40 academy days of the closing date for appeals by an independent appeal panel arranged locally and 30 days for in-year admissions.

For more information, please contact:

**Doncaster schools**
Admissions team
Children, young people and families
Doncaster Council Civic Office
Waterdale
Doncaster DN1 3BU

Tel: 01302 736 000 Email: admissionappeals@doncaster.gov.uk
Website link: Admission appeals - Doncaster Council

**Hull schools**
Admissions team
Children and young people's services
Hull City Council Treasury Building
Guildhall Road
Hull HU1 2AB

Tel: 01482 300 300 Email: lsadmissions@hullcc.gov.uk
Website link: Admission appeals | Hull City Council

## 4. Waiting lists

If a child is refused admission to the school the child`s name is placed on a waiting list.

The waiting list is based on the published criteria.

All names are kept on that list until at least the end of the Autumn term of that year.

The list is maintained by the Local Authority Admissions Team.

## 5. Deferred entry

Parents may defer the date their child is admitted until later in the year, but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year in which the place was offered. Where parents wish, a child may attend part-time until later in the year, but not beyond the point at which the child becomes statutory school age.

## 6. Request for the admission of a child outside the normal age group

Parents may request a place for their child outside of their normal age group. Any parent asking to do so must make this clear at the time of application and the reasons for the request.

## 7. A child who is in the school nursery currently

A child in the school nursery is not entitled to a place in the school automatically.

## 8. Published admissions number

The published admission number for the school year 2026-2027:

| Primary School | Published admission number |
|---|---|
| Brooke | 60 |
| Griffin | 60 |
| Marshland | 30 |
| Mountbatten | 45 |
| New Pastures | 40 |
| Thorpepark | 60 |
| Adwick | 60 |

# Admissions Policy 2026/27

Douglas Road, Doncaster, DN4 0UB

## 1. Admission Authority

Astrea Academy Trust is the admission authority for the school.

## 2. Published Admission Number (PAN)

The School has a PAN of **40** for entry in Reception.

The School will admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

The number above is often the indicative admission number for subsequent year groups. From time to time, however, the true capacity of these year groups might vary, and the Trust is entitled to limit the indicative admission number to a number below forty where there are clear grounds to do so.

## 3. Application Process and Timeline

Normal Round (for entry into Reception in September)

- Applications made during the main round for a place at the school are administered through Doncaster Metropolitan Borough Council **("the LA").** Parents resident in the Doncaster area can apply online at: https://www.doncaster.gov.uk/services/schools/primary-admissions
- Parents in other LA areas must apply through their home LA.
- The LA's timetable will be used for all normal round applications each year.
- The deadline for an application for a place in Reception is **15th January,** the year that your child will start school.
- Offers will be made by the LA, on behalf of the school, on **16th April** or the next working day.

## 4. Nursery Admission

The School has a number of nursery places – see the school website for further information.

The School does not give priority for reception places within the admissions criteria to children who attend the nursery. To do so would give an unfair advantage to children whose parents are able to take advantage of a nursery place at the school in comparison to those who have to attend other providers.

Parents will need to apply for a reception place via the process mentioned in clause 3 if they would like their child to be considered for a place. All applicants will be considered as per the admissions criteria clause 6.

## 5. In Year Admission

- Applications for a place outside the main round are known as “in-year” applications. For example, if a Year 3 child moves into the area, an in-year application will be made.

- Astrea Academy Trust reserves the right to administer in-year admissions to the school. However, by agreement with the LA, the LA will administer these applications and parents should use the link provided above.

## 6. Oversubscription criteria

When the school receives more applications than places available, after the admission of pupils with an Education, Health, and Care Plan **(EHCP)** which name the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

**a) Looked After Children** and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.[1]

---

1 **Children who are Looked After Children and all previously Looked After Children** Children who are Looked After Children and all previously Looked After Children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A ‘child arrangements order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

b) **Catchment Area** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area. https://www.doncaster.gov.uk/services/schools/school-catchment-areas

c) **Siblings** - Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister (including step or half brother or sister) at the preferred school on the proposed date of admission and who lives at the same address as the child for whom the application is being made.

d) **Children of staff in skills shortage posts** - Children of staff at the school recruited to fill a skill shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

e) **Distance** - Children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

## 7. Tiebreaker for Equi-distant Applications

Where the offer of the last place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation which will be managed by the LA.

## 8. False Information

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the LA of their circumstances as they apply to the admission criteria at the time of application.

## 9. Notes

a) **Home address** - The home address is where a child normally lives. *See LA booklet for definition.*

b) **Shared parental responsibility** - Where parents are separated and the child lives with each parent for part of the week, the home address will be the one where the child spends the majority of his or her time. *The School will follow the policy used by the LA*.

c) **Multiple births** (twins, etc.) - In the case of multiple births or siblings in the same year group, where there is only one place available in the school, all will be considered together as one application.

d) **Service children and Crown servants** - For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the Authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. The Trust will not refuse a service child a place because the family does not currently live in the area.

## 10. Late applications

All applications received after the deadline will be treated in accordance with the LA's policy on late applications.

## 11. Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## 12. Admission of children outside their normal age group including Summer Born children (born between 1 April – 31 August)

Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described above regarding the in-year admissions process clause 5. Each application will be considered and decided by the school on the individual circumstances of each case.

Applicants should provide documentation in support of their application regardless of whether they are asking for the child to be admitted in a lower or higher year group.

The School will take into account the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The School will consider the information provided, taking into account the views of the head teacher, and will inform the parent in writing of their decision, including the reason. If the school agrees to this request the child will be considered with the other applicants under the published oversubscription criteria for the admission year and year group that they are applying for.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## 13. Waiting lists

The School will operate a waiting list for each year group. This will be maintained by the LA unless it is agreed that the LA will no longer have responsibility for in-year admissions.

Children's position on the waiting list – and any offers made as places become available - will be determined solely in accordance with the oversubscription criteria. This means that the waiting list is not a 'queue' and it is possible to move down as well as up the waiting list if additional applications are received for children with higher priority.

The waiting list will operate for the full academic year. If at the end of the academic year a parent would like their child to be considered for entry to the subsequent year group, they will be required to apply afresh, see clause 5.

The Reception entry waiting list will be open until 31 December. All children who have not been offered a place at the school or where the school is ranked higher than the school where an offer was made will automatically be placed on the waiting list. Parents who would like their child to remain on the waiting list after the 31 December will need to contact the LA, see clause 5.

## 14. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further information and contact details will be included in any refusal letter.

## 15. Fair Access Protocol

The School will participate in the LAs Fair Access Protocol which will be used to place vulnerable and /or hard-to-place children, where they are having difficulty securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures. Children admitted under this protocol will be prioritised over those on the in-year waiting list.

# Admission Arrangements for West Road Primary Academy 2026/27 School Year

1 These are the admission arrangements for the 2026/27 school year.

2 Unless delegated to the Local Authority, only the Governing Body is able to decide who is eligible for a place at the school. Neither the Headteacher nor their representatives are able to offer a school place.

## General Statement

3 In Doncaster, each school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary school and a group of linked primary schools, in a pyramid. In this way, the school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its schools.

## Admission Number

4 The admission number for the school is **50**. A school must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the school taking into account the nature and type of the school buildings and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the school and those who teach and support them. Where necessary, the Governing Body consults with the LA.

5 Before making a final decision, the Governing Body considers the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

6 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered a school which is ranked higher on a Common Application Form[i] (CAF) under a Coordinated Admission Scheme[ii] (CAS).

## Expressing A Preference - Year of Entry

7 Applications for admission to a schools year of entry should be made in accordance with the relevant CAS.

## Closing Date For Receipt Of Parental Preferences

8 The closing dates for receipt of preferences for the year of entry are in accordance with the Authority's CAS.

Late applications are processed in accordance with the relevant

CAS. **Eligibility For A Place At A School - Oversubscription Criteria**

9 This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

**a) Looked After Children or all Previously Looked After Children[iii]**

**b) Catchment Area**

Children who are ordinarily resident[iv] in the catchment area of the school.

For applications for the year of entry received by the closing date, a catchment area school will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

**c) Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested school, (excluding nursery), at the point of admission. Where the requested school is an infant or junior school, attendance at a linked infant or junior school will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

**d) Proximity**

Children who live nearest to the requested school measured in a straight line from the centre point of the child's ordinary place of residence [iv], to the entrance nearest to the reception point of the school.

If two or more pupils live equidistant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc or suitable substitute.

**The Offer Of A Place At A School**

10 Decisions will be posted to parents in accordance with the Authority's CAS.

**Unsuccessful Applications**

11 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

**Waiting Lists**

12 Pupils will be added to the waiting list(s) of community schools where they were refused a place and those schools were ranked higher on the CAF than the place offered. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term.

13 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the school. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

**In Year Transfers**

14 Applications for admission outside of the normal admission round (In Year Transfers) are normally considered each school week. They should be made on the official application form.

15 Where there are sufficient places an application will normally be agreed unless specific circumstances apply[v].

16 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criterion listed above and places awarded accordingly.

17 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

18 If a place is agreed, the Headteacher will, within two weeks of a place being offered, determine a start date.

19 Pupils are normally admitted to a school at the start of the next new term other than with the prior approval of the Headteacher of the school or in circumstances beyond the parent's control, e.g. movement into the Borough.

20 Pupils are required to start at the school within two weeks of the start date offered by the Headteacher and places cannot be held open beyond this period. Applicants must be in a position to take up a place within this stated period.

21 Repeat applications made for entry to the same year group at the same school will not be considered, unless there has been significant and material change to either the families or the schools circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the

original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

22 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Council, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

**Independent Appeals**

23 If a place is not offered at a preferred school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## General Information

**False Information**
Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

**Multiple Addresses**
Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

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## Explanatory Notes

[i] **Common Application Form (CAF)**
This is a form used in the admission process on which parents express preferences for a school or schools at the normal point of admission.

[ii] **Co-ordinated Admissions Scheme (CAS)**
A scheme, determined by a local authority, for ensuring that a single offer of a place is communicated to parents who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions. [iii] **Looked After Children or Previously Looked After Children**

Children who are Looked After Children and all previously Looked After Children
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked

after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

[iv] **Ordinarily Resident**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and waiting list place amended as necessary.

[v] **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In Year Fair Access Policy.

# Appendix 5 Other Authority Contact Details

**Barnsley Metropolitan Borough Council**
Children's Services
School Admissions
PO Box 634
Barnsley
S70 9GG

tel: 01226 773677

web: www.barnsley.gov.uk/schooladmissions
email: admissions@barnsley.gov.uk

**East Riding of Yorkshire Council**
Children, Families and Adult Services
The Admissions Team
County Hall
Beverley
HU17 9BA

tel: 01482 392100

web: www.eastriding.gov.uk
email: schooladmissions@eastriding.gov.uk

**Lincolnshire County Council**
County Offices
Newland
Lincoln
LN1 1YQ

tel: 01522 782030
web: www.lincolnshire.gov.uk

**North East Lincolnshire County Council**
School Admissions Team
Civic Offices
Knoll Street
Cleethorpes
N.E. Lincs
DN35 8LN

tel: 01472 326291- option 4
email schooladmissions@nelincs.gov.uk
web: www.nelincs.gov.uk

**North Lincolnshire Council**
Admissions Team
Church Square House
30-40 High Street
Scunthorpe
North Lincolnshire
DN15 6NL

tel: 01724 297133
fax: 01724 297242
web: www.northlincs.gov.uk

email: admissionstoschool@northlincs.gov.uk

**North Yorkshire County Council**
School Admissions, Transport, and Free
School Meals Team
Document Management Centre
Racecourse Lane
County Hall
Northallerton
DL7 8AE

: tel: 01609 533679
web: www.northyorks.gov.uk/admissions
email: schooladmissions@northyorks.gov.uk

**Nottinghamshire County Council**
Children and Young People's Services
Meadow House
Littleworth
Mansfield
NG18 2TA

tel. 0300 500 8080

web: www.nottinghamshire.gov.uk

**Rotherham Metropolitan Borough Council**
School Admissions Team
CYPS
Riverside House
Main Street
Rotherham
S60 1AE

tel: 01709 823777
web: www.rotherham.gov.uk
email: admissions.enquiries@rotherham.gov.uk

**Sheffield City Council**
People Services Education & Skills
Floor 5
West Wing
Moorfoot
Sheffield
S1 4PL

tel: 0114 273 5790
email: ed-admissions@sheffield.gov.uk
web: www.sheffield.gov.uk

**Wakefield Metropolitan District Council**
School Admissions
County Hall
Wakefield
WF1 2QL

tel: 01924 306052
web: www.wakefield.gov.uk
email: ceoadmissions@wakefield.gov.uk

# Appendix 6 Comments

## ADMISSION TO PRIMARY SCHOOL SEPTEMBER 2026
## COMMENTS

We would be happy to know whether you found this booklet helpful and welcome any general comments you may have. Please complete the following questions, cut out this page and return it to the address below via your child's current school or by post.

Please circle as appropriate

| | Very Good | | | | Poor |
|---|---|---|---|---|---|
| • Was it easy to understand, without too much jargon? | 1 | 2 | 3 | 4 | 3 |
| • Did it contain the information you wanted? (see below) | 1 | 2 | 3 | 4 | 3 |
| • Was it well laid out, so that you could find the sections you wanted? | 1 | 2 | 3 | 4 | 3 |
| • Overall, how did you rate the booklet? | 1 | 2 | 3 | 4 | 3 |

Are there any issues not covered in this booklet which you would like to see?
(NB. School items can be found in the School Prospectus)

Do you have any other suggestions for improving the layout of the booklet?

Do you have any suggestions for improving the admission process or for policy changes?

**Thank you for your help.**

Please return to: City of Doncaster Council's School Admissions Team
Civic Office
Waterdale
Doncaster
DN1 3BU

# Primary School Admissions September 2026

**Apply online at:**
www.doncaster.gov.uk/admissions

- The process is now faster, simpler and easier
- You can request a receipt when the application form is completed
- The system can assist you in completing the application form correctly using online validation
- You are allowed to make changes to the application right up to the deadline
- Online admissions pages provide you with up-to-date and easily accessible information to assist you in making your choice

**You will receive your decision on National Offer Day, 16 April 2026**

City of Doncaster Council

www.doncaster.gov.uk