



## **Admissions Arrangements**

This is the admissions policy for admissions to school in the school year 2027 – 2028.

### **Admission Policy for St Alban's C of E Primary School, Wickersley**

#### **Introduction**

St Alban's C of E Primary School is a Church of England Primary School in the Diocese of Sheffield. It is an academy within the Diocese Sheffield Academies 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.

St Alban's is a church school in which the Trust (DSAT) is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the academy trust, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The admission number for 2027-28 is 30 and children will be admitted during the Autumn term prior to their 5<sup>th</sup> birthday.

#### **Making an Application**

Applications are made on the **Common Application Form**. Information and forms to apply for a school place, will be issued directly to parents/carers via their Local Authority a year prior to the child starting school.

To support your application to St Alban's C of E 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.

The **Common Application Form** should be submitted along with the **Supplementary Information Form** (if applicable).

Closing date for applications – 15<sup>th</sup> January.

#### **Criteria for Admission**

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

- Children in care / Looked after children and children who were previously in Care/ Looked after (see definition 1)
- Children who have a brother/sister attending the school at the time of anticipated admission (see definition 2)
- Children of staff (see definition 6)
- Children whose parents/carers reside in the ecclesiastical parish of St Alban's Wickersley
- Children who regularly attend a Christian denomination participating in 'Churches Together in England' but reside outside the ecclesiastical parish of St Alban's Wickersley
- All other children

## Definitions

### Definition 1 – Looked After Children

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

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### Definition 2 – Brother/Sister

For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepmother to be permanently resident at the same address.
- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- Child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address.
- foster brother/sister resident at the same address.

### Definition 3 – 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 4 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months (calendar year January – December in the year preceding entry in Reception).

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 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.'

### Definition 6- Children of staff at school

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

## **Place of Residence**

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

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

## **Distance Criterion**

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

## **Tie-Breakers**

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

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

## **Late Applications**

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

## **Waiting List**

Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.

A vacancy only arises when the number of offers to the school falls below the admission number (30).

The waiting list will be established on the offer day.

The waiting list is determined according to the DSAT's priority of admission oversubscription criteria.

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.

On the National Offer Day of 16<sup>th</sup> April (or next working day if this falls on a weekend), the Admissions Team will establish a waiting list for all Infant, J&I, Primary and Junior schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception.

The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the 31<sup>st</sup> December when it will cease.

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

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

### **False Information**

Where the school 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.

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.

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.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Parents 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 group – to reception rather than year 1.

Parents considering requesting that their child is admitted outside of the normal age group must still make an application in the usual way by the specified closing date and should submit to RMBC alongside this a formal request for admission outside of the normal age group.

This request will be considered taking account of the views of the head teacher. Information considered in making a decision will include 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.

Where RMBC is not the admission authority then parents should consult the admission arrangements in place for the school for further information about how requests for admissions outside of the normal age group are considered. Requests and accompanying information will be forwarded to the admissions authority for a final decision.

Parents are strongly recommended to discuss any requests with the head teacher of their preferred schools prior to submitting an application.

To make in-year applications contact [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk) Admissions will forward applications to preferred schools as quickly as possible. Schools are required to respond to in-year applications within a maximum of 15 school days from receipt of the application. We kindly request that you allow this time before chasing decisions.

## **Appeals against the school's decision to refuse admission**

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.

Parents who intend to make an appeal against the school's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter.

Appeals will be held within the timescales set out in the Admission Appeal Code.

Details of name/address to which appeals should be submitted:

**The Appeal Clerk  
Legal and Democratic Services Town Hall  
The Crofts  
Moorgate Street  
Rotherham  
S60 2TH**