

Admissions Policy for Entry to School 2023/24

Name of

offered in an open and fair way. The Code has the force of law, and where the words **'must'** or **'must not'** are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

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

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

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

Consultation **must** be for a minimum of 6 weeks and **must** take place between 15 October and 31 January of the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for September 2023, consultation **must** be completed by 31 January 2022. This period allows parents, other schools, religious authorities, and the local authority to raise any concerns about the proposed admission arrangements.

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

schools. The application can include schools outside the local authority where the child lives. A parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority.

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

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

Determining Admission Arrangements

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

Published Admission Number (PAN)

As part of determining their admission arrangements, all admission authorities **must** set an admission number for each 'relevant age group'. (Relevant age group is the first year of entr 0 Tdne6 (1)2.rs

They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

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

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in the Code, to looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

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

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

The Local Authority Admission to Secondary School 2023 booklet contains information on all Rotherham schools and is a guide for parents

Closing Date for Receipt of Applications

For Admission to Secondary School in 2023, the Government has deemed that the National Closing Date for receipt of applications will be **31st October 2022**.

Parents/carers should submit their secondary school application by **31 October 2022**.

Although Rotherham Authority will consider applications for Rotherham schools received up to and including 30th November 2022 in the first round of offers; if you have named a school in another Authority this may not be the case and your application may be deemed late if it was received after the national closing date.

How to Apply for a Secondary School Place

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

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

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

[Finding and choosing a school – Rotherham Metropolitan Borough Council](#)

Catchment area list of streets and a map of the catchment (appendix 1)

Admissions Criteria

A) Children with Special Educational Needs:

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

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

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

- 1 Looked After Children and previously Looked After Children (see note (a) below).

the roll of this school in Years 8-11 at the start of the academic year 2023 (see notes (b), (c) and (d) below)

- 5 Children who, on 30 November 2022, live in the catchment area of this school as defined by the Authority (see note (b) below)
- 6 Children who, on 30 November 2022, it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2023 (see notes (c) and (d) below)
- 7 Children who, on 30 November 2022, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools as identified by the Authority. (see note (f) below)
- 8 Children who, on 30 November 2022, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

Notes

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

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

- b) Places will be allocated based on your residential address on **30 November 2022**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
- brother/sister to be permanently resident at the same address.
 - stepbrother/stepsister to be permanently resident at the same address.
 - half-brother/half-sister to be permanently resident at the same address.
 - brother/sister who do not live at the same residence but, who share the same parents.

- child of the parent/carer's partner to be permanently resident at the same address.
 - adopted brother/sister permanently resident at the same address
 - foster brother/sister resident at the same address
- d) Wickersley School and Sports College will no longer consider children who will be in Years 12 and 13 in September 2023 as qualifying siblings for a younger child applying to join the school in Year 7.
- e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- f) **Associated Primary Schools for Wickersley School and Sports College**

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

Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St Albans, Wickersley Northfield.

Waiting Lists

On the National Offer Day of 1 March 2023, the Admissions Team will establish a waiting list for secondary schools in Rotherham where the number of applications for those schools has exceeded the available places in Year 7.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2023 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.

Y8: 343

Y9: 345

Y10: 366

Y11: 348

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 most of the schools in Rotherham. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

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

Telephone 01709 823777

or

E-mail admissions@rotherham.gov.uk

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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 usually be sent on behalf of the Governing Body (as the Admissions Authority) by the Local Authority Admissions Team.

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

Information on Appeals

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on

behalf of the Governing Body (as the Admissions Authority) by the Local Authority Admissions Team.

Rotherham

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Contact an Admissions Officer on (01709) 823777

or email: admissions.enquiries@rotherham.gov.uk

APPEALS CLERK

Legal and Democratic Services,

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WICKERSLEY SCHOOL AND SPORTS COLLEGE

Acrewood Drive
 Acacia Avenue
 Acacia Grove
 Acorn Way
 Air Mount Close
 Aireton Close
 Aldam Chase
 Alderwood Close
 Aldred Close
 Almond Glade
 Archery Close
 Ash Grove
 Ashfield Drive
 Ashfield Way
 Askam Court
 Askam Road
 Austen Drive
 Avill Way
 Badsworth Close
 Badsworth Place
 Badsworth Way
 Balk Lane
 Balmer Rise
 Balmoral Way
 Barton Close
 Bawtry Road **(to motorway Hellaby)**
 Bay Tree Avenue
 Beccles Way
 Beech Avenue
 Beech Grove
 Belcourt Road
 Belford Close
 Belford Drive
 Belvedere Parade
 Bentley Road
 Bigby Way
 Birch Crescent
 Black Carr Road
 Blackthorn Avenue
 Blake Close
 Blenheim Close
 Blenheim Court
 Bluebell Wood Lane
 Blueberry Court
 Bracken Court
 Bramble Close
 Bramley Grange Crescent
 Bramley Grange Drive

Bramley Grange Rise
 Bramley Grange View
 Bramley Grange Way
 Bramley Park, Church Lane
 Brecklands **(Wickersley)**
 Brecks Crescent
 Brecks Lane **1-28 A+B consec, 29a,29b, 29-52 consec + farm**
 Brecon Rise
 Briar Court
 Briarwood Gardens
 Broadlands
 Broadlands Crescent
 Brook Lane
 Brook Lane Croft
 Brookhaven Way
 Broom Close
 Brunswick Drive
 Butterfly Nook
 Cambron Gardens
 Canary Court
 Cavendish Close
 Cedar Avenue
 Central Avenue
 Cherry Tree Crescent
 Chestnut Close
 Chestnut Court
 Chevril Court
 Church Court
 Church Lane **(Bramley)**
 Church Lane **(Wickersley)**
 Church Lane Mews
 Church View
 Churchfield Drive
 Coal Riding Lane
 Companions Close
 Companions Court
 Constable Close
 Coppins Close
 Coquet Avenue
 Coltishall Avenue
 Craig Walk
 Crosby Avenue
 Cross Street
 Cutlers Walk
 Dale Road

Dalton Magna
 Dapple Grove
 Davy Drive
 EMC P MCD fhT3Td ()
 Fairways
 Far Dalton Lane
 Fardell Gardens
 Farrington Court
 Fern Court
 Fern Hollow
 Ferndale Drive
 Fielding Drive
 Finch Gardens
 First Lane
 Flanderwell Avenue
 Flanderwell Court
 Flanderwell Gardens
 Flanderwell Lane (inc Balmoral Court)
 Flash Lane
 Fleming Gardens
 Fleming Way
 Forrester Close
 Foster Road
 Freeman Road
 Frogmore Close
 Gainsborough Close
 Gaunt Close
 Gaunt Drive
 Gaunt Road
 Gibbing Greaves Road
 Gill Close
 Gillott Dell
 Gillott Lane
 Goose Lane
 Gorseland Court
 Grange Court
 Grange Mews

Scarborough Road
Scholey Road
Searby Road
Second Lane
Sedge Close
Sexton Drive
Sheepcote Road
Sheep Dike Lane
Sherbourne Avenue
Silverwood Close
Silverwood Walk
Sitwell Lane
Sitwell Terrace
Slack Lane
Sledgate Drive
Sledgate Lane
Sorby Way
Sorrell Road
Spring Vale Close
Springfield Road
Spruce Avenue
St. Alban's Way
St. Andrew's Close
St. Francis Close
St. John's Avenue
St. John's Court
Stamford Road
Stone Crescent
Stonely Brook
Stratford Way
Sycamore Avenue
Sycamore Farm Close
Sylvester Avenue
Tanfield Way
Temple Crescent
The Brow
The Centre

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