



# Admissions Policy for Entry to School in Year 7 for 2024/25

School : Wickersley School & Sports College

Admissions Authority: Wickersley Partnership Trust

School Admissions Code 2021

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and 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

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

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

## Closing Date for Receipt of Applications

For Admission to Secondary School in 2024, the Government has deemed that the National Closing Date for receipt of applications will be 31st October 2023 .

Parents/carers should submit their secondary school application by 31 October 2023 .

Although Rotherham Authority will consider applications for Rotherham schools received up to and including 30th November 2023 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

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\*\* Please note: Very few cases are agreed annually on exceptional medical or social grounds

- 4 Children who, on 30 November 2023, live in the catchment area of the school as defined by the Authority and 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 2024 (see notes (b), (c) and (d) below)
- 5 Children who, on 30 November 2023, live in the catchment area of this school as defined by the Authority (see note (b) below)
- 6 Children who, on 30 November 2023, it is expected will have an older sibling on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (c) and (d) below)
- 7 Children who, on 30 November 2023, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools (feeder schools) as identified by the Authority. (see note (f) below)
- 8 Children who, on 30 November 2023, 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

- 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) Children with an older sibling on the roll of the school who will be in Years 8-11 for the commencement of the 2024/25 and are on the roll of the school on 30 November 2023.
- 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) The Associated Primary (Feeder) Schools are

[Wickersley](#) Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St Albans, Wickersley Northfield.

## Waiting Lists

On the National Offer Day of 1 March 2024, the Local Authority 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 2024 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.



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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 / Trustees (as the Admissions Authority) by the Local Authority Admissions Team.

All parents/carers have the right of appeal to an independent appeal panel if you have received written confirmation that it has not been possible to offer your child a place at the schools you have applied for.

All independent appeals are organised by an Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeals Clerk, Panel and process are independent of the Admissions Authority.

Important requirements to note are:

- x Appeals must be in writing stating the grounds on which the appeal is made;
- x every parent has the right to attend the independent appeal in order to make their case;
- x the parent can be accompanied by a friend or be represented by them;
- x independent appeals are heard in private;
- x the decision of the Appeals Panel is binding on both parents and the Admissions Authority;
- x parents will receive written notification of the Appeals Panel decision.
- x Dates – (parents 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 LA to parents whose applications could not be satisfied.

Any member of the Authority may attend, as an observer, any hearing by an Independent Appeal Panel established by the Authority.

Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal, written documentation summarising the reasons for refusing the admission.

If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.

In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

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LOCAL AUTHORITY APPEALS CLERK

Legal and Democratic Services,

Town Hall, The Crofts,

Moorgate Street,

Rotherham

S60 2TH

Tel: (01709) 822054

Email: [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)

Policy Ratified by Wickersley Partnership

Trust: January 2023