

LOCAL ADMISSIONS FORUM

Venue: Microsoft Teams

Date: Thursday 9 February 2023

Time: 10.00 a.m.

A G E N D A

1. Apologies for Absence
2. Minutes of the Previous Meeting held on 17th November, 2022 (Pages 3 - 6)
3. Matters Arising from Previous Minutes
4. Schools Admission Consultation 2024/25 Academic Year (Pages 7 - 24)
5. Update on Admissions and Secondary School Allocations for September 2023
6. School Admission Appeals Update (Pages 25 - 26)
7. Update on School Organisation
8. Update of School Term Dates Consultation for 2024/25
9. Update on Fair Access Protocol
10. Academy Conversions and Multi Academy Trust updates
11. Dates of Future Meetings
Thursday, 15th June and 16th November, 2023, 1st February and 13th June, 2024, commencing at 10.00 a.m.

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**LOCAL ADMISSIONS FORUM
THURSDAY 17 NOVEMBER 2022**

Present:- Hartley (in the Chair); Mrs. M. Gambles, Griffiths, Mrs. A. Gyte, Mr. G. Lancashire, Peart and Mr. D. Shenton.

Apologies for absence were received from:- Councillor Allen, Butterworth, Mrs. C. Cockayne and Councillor Cusworth:

46. APPOINTMENT OF CHAIRMAN/VICE-CHAIRMAN FOR THE 2022-23 ACADEMIC YEAR

Agreed:

- 1) That Mrs. I. Hartley be appointed as Chair of the Rotherham Local Admissions Forum for the 2022/23 academic year.
- 2) That Mrs. C. Cockayne be appointed Vice-Chair of the Rotherham Local Admissions Forum for the 2022/23 academic year.

47. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH JUNE, 2022

Consideration was given to the minutes of the previous meeting held on 16 June 2022.

Agreed: That the minutes of the previous meeting held on 16 June 2022, be approved as a correct record.

48. MATTERS ARISING FROM PREVIOUS MINUTES

Further to Minute No. 40 (Admissions Update), the Forum was informed that the DfE had confirmed they would not approve the addition of further classrooms at Waverley Junior Academy due to the sufficiency of existing classroom places within the local area.

49. MEMBERSHIP OF THE LOCAL ADMISSIONS FORUM

The membership of the Forum was discussed noting that there were vacancies. The Head of Service – Access to Education would seek to find additional representation to fill those vacancies.

Agreed: The Head of Service – Access to Education would attempt to fill the vacancies.

50. TERMS, CONDITIONS AND CONSTITUTION 2022/23

The Forum considered its Terms of Reference and felt that they remained fit for purpose.

Agreed: That the Terms of Reference for the Rotherham Local Admissions Forum were fit for purpose.

51. SCHOOL ADJUDICATOR REPORT 2022

The Forum received the annual school adjudicator report for 2022, noting the earlier submission date of 31 October 2022. This submission had been approved by the Director of Children and Young People's Services and was now before the Forum for approval.

Agreed: The Forum agreed the Annual School Adjudicator Report 2022.

52. SCHOOL ADMISSIONS CONSULTATION FOR ENTRY IN THE 2024/2025 ACADEMIC YEAR

Consideration was given to the consultation document sent to all schools regarding the proposed admission arrangements (i.e., criteria and admission number) which would apply for school admission in the 2024/2025 academic year.

The timetable for the year was:

Autumn Term 2022	Governing bodies consider the arrangements which will apply and publish proposed arrangements on their websites.
By 18 November 2022	All relevant details to be forwarded to the LA.
5 December – 20 January 2023	Period of wider consultation via the LA's website.
By mid-February 2023	LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority (ies).
By 17 February 2023	All admission authorities to determine their arrangements and notify those consulted and publish final arrangements on their websites

The report referred the admission criteria and numbers for both community and controlled schools and for voluntary aided schools, academies and trust schools.

Also included within the report were details of each school and academy's proposed admission number for 2024/2025.

Agreed:

- 1) That the report be noted.
- 2) That the finalised document be submitted to the February meeting for approval.

53. UPDATE ON SCHOOL ORGANISATION

In terms of School Organisation Forum Members noted that the new free school in Dinnington had opened at the beginning of September 2022 with all pupils now transferred.

Agreed: The Forum noted the update.

54. UPDATE ON ADMISSIONS

The Forum was advised that the closing date for secondary school applications was 31 October 2022, however applications would still be accepted up to 30 November. There were currently 180 outstanding applications.

The closing date for primary school applications was January 2023.

The Council was still receiving a large number of applications for in-year transfers.

Agreed: The Forum noted the update.

55. UPDATE ON APPEALS AND PRIMARY AND SECONDARY FAIR ACCESS PROTOCOL

The Forum received information regarding the high volume of in-year transfer admission appeals being submitted. The Governance Team were setting appeal hearing dates for January 2023 onwards.

Both the Appeals and Fair Access processes were being used as required for Ukrainian children as instructed by the DfE. It was clarified that the Fair Access process could not overturn an admission appeals panel's decision.

Members of the Forum noted the growing number of admission appeals being processed and offered their thanks to all involved with the admission appeals process.

The admission appeals timetable for all schools and academies to publish on their respective websites had been prepared and would be shared with Forum members for their information.

Agreed: The admission appeals timetable would be circulated to Forum members for their information.

56. ACADEMIES UPDATE OCTOBER 2022

The Forum noted the updated list of Rotherham schools which had converted/about to convert to academies as of October 2022.

It was noted that West Melton Junior and Infant school had not yet converted.

It was noted that there were only around twenty maintained schools remaining.

Agreed: That the information be received, and the contents noted.

57. TERM DATES CONSULTATION FOR 2024/25

Consultation on the school calendar for the 2024/25 academic year would take place with all school in January 2023.

Last years fixed calendar had proved popular and ensuring term dates were aligned with other neighbouring authorities where possible to ensure continuity across the county.

Agreed: The Forum noted the report and it's contents.

58. DATE OF NEXT MEETING

Agreed: That the next meeting of the Local Admissions Forum take place on Thursday 9 February 2022 at 10.00 a.m. proposed venue was MS Teams.

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -
LOCAL ADMISSION FORUM – FEBRUARY 2023**

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR
2024/25.**

i) Admission Numbers and Admissions Criteria

School Admissions Code 2021

All schools **must** have admission arrangements that clearly set out how children will be 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 annually. Where changes are proposed to admission arrangements, the admission authority **must** first publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years.

Paragraph 1.47 and 1.48 of the Admissions Code 2021 state: -

1.47 Admission authorities must consult with:

- a) *parents of children between the ages of two and eighteen;*
- b) *other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;*
- c) *all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);*
- d) *whichever of the governing body and the local authority is not the admission authority;*
- e) *any adjoining neighbouring local authorities where the admission authority is the local authority; and*
- f) *in the case of schools designated with a religious character, the body or person representing the religion or religious denomination*

1.48 *For the duration of the consultation period, the **admission authority must** publish a copy of their full proposed admission arrangements (including the proposed PAN) on the school's website or its own website (in the case of a local authority) together with details of where comments may be sent and the areas on which comments are not sought. Admission authorities must also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.*

- For Local Authority maintained schools the LA is the Admissions Authority
- For Academies the Governing Body/Academy Trust is the Admissions Authority
- For Church of England and Catholic Schools the Admissions Authority is the relevant Diocese/Academy Trust where the school has converted to Academy status.

In line with the above this item gives governors the opportunity to consider the admission arrangements (criteria and admission number), which will apply for admission in 2024/25.

The Local Admission Forum has previously considered the requirements for consultation in relation to maintained schools and has agreed that the LA should facilitate this, as far as possible, by use of the Authority's Internet site. This consultation also allows own admission authority schools the opportunity to engage with the wider stakeholder process.

The timetable for the year is:-

Autumn Term 2022	Governing bodies consider the arrangements which will apply and publish proposed arrangements on their websites.
By 18th November 2022	All relevant details to be forwarded to the LA.
5 th December – 20 th January 2023	Period of wider consultation via the LA's website.
By mid-February 2023	LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority (ies).
By 17 th February 2023	All admission authorities to determine their arrangements and notify those consulted and publish final arrangements on their websites.

Community and Controlled Schools – LA Maintained Schools

For these schools, the LA is the admission authority. The admissions criteria for 2024/25 are shown at Appendix 1.

There are no proposed changes to the admission criteria for 2024/25.

Each school's proposed admission number is shown at Appendix 2.

Voluntary Aided Schools/Academies/Trust Schools

The governing body/Academy Trust is the admission authority. Full consultation is required.

If there are any proposed changes at Church of England schools, Governing Bodies should consult their Diocesan Board before consulting anyone else.

Pro-forma to be completed and returned as for community and controlled schools.

Further General Points

All infant, J&I and Primary schools need to continue to be mindful of the need to maintain classes from FS2 to Y2 at 30 or less, with the exception of excepted pupils as stipulated under the Admissions Code 2021.

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Chris Stones on 01709 254831.

ii) Admission of children outside their normal age group and Summer Born Children

In accordance with the School Admissions Code 2021, parents may, **in exceptional circumstances**, seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group.

Before deciding to apply parents should first contact the school(s) they are interested in applying for to discuss their reasons and/or any concerns. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

If, having spoken to the Head Teacher(s) of the preferred school(s), the parent decides to proceed with their request, they should submit this in writing to the Admissions Team, with full supporting reasons. **This must be submitted, along with their application form stating the preferred school(s), by the closing date for receipt of applications for the normal year of admission.**

Upon receipt of the written request the Authority will seek and take into account the views of the Head Teacher(s) of the preferred school(s). Parents are advised that one or more of the preferred schools may not be in agreement with the request as one admission authority cannot be required to honour a decision made by another admissions authority. Therefore, they may need to decide whether the preference for a particular school outweighs the wish to defer their child's admission until the following year.

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

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

Parents may wish to consider deferred or part-time entry within the normal year of admission as an alternative option. Parents/carers may request that their child's entry be deferred until later in the same school year, and the place is held for that child and is not available to be offered to another child. Parents/carers can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

Please note – Parents are advised that if they subsequently change their mind about which schools they wish to apply for, consultation must take place with the new preferred school(s) as the Head Teacher may not support the request for admission out of year group.

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

Secondary Schools/Academies are advised to consider the implications of summer born children reaching the transition point for primary to secondary education.

DfE [advice for local authorities and school admission authorities on the admission of summer born children which](#) asks admission authorities to take into account the fact that the child has been educated in a different year group to that point and, unless there are sound educational reasons to do otherwise, the assumption should be that the child remains outside of their normal year group. Children educated out of year group should not be disadvantaged at secondary transition.

While the Code requires parents of children who delayed their start in reception to apply once again for them to be educated out of their normal year group in secondary school, and for admission authorities to consider these requests in the same way as the original request, it can rarely be in the best interests of a child to miss a year of school

There are a number of summer born children moving through primary who have been educated out of year group having had approval at the point of entry to primary under the guidance above. Schools and Academies will need to consider whether they are in agreement with a child transitioning to Year 7 with their "adopted" cohort rather than their chronological age group. Parents currently need to request this approval a year in advance in order to know when they need to apply for a Year 7 place as part of the normal admissions process.

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

iii) **Co-ordinated Admission Arrangements**

The Authority co-ordinates admission arrangements during the normal admission round and in-year admissions within Rotherham for all year groups. In order to meet the requirements of the Admissions Code 2021 relating to the processing of in-year transfer requests **within 15 school days**, and in line with neighbouring Authorities, Rotherham no longer co-ordinates in-year admissions with other Local Authorities.

Paragraph 2.26 of the Admissions Code 2021 states: -

Own admission authorities and governing bodies must set out on the school's website by 31 August how in-year applications will be dealt with from the 1 September until the following 31 August. They must set out how parents can apply for a school place, and, where they manage their own in-year admissions, provide a suitable application form for parents to complete (and a supplementary information form where necessary), and set out when parents will be notified of the outcome of their application and details about the right to appeal. If the admission authority is to be a part of the local authority's in-year co-ordination scheme, it must provide information on where parents can find details of the relevant scheme. An admission authority, governing body or local authority must provide a hard copy of the information about in-year applications on request for those who do not have access to the internet.

Action: To note the information and comply the requirements of the Admissions Code 2021.

iv) In-year Admissions Policy

The Authority's In-year Admission Policy has been revised in order to comply with the requirements of the revised Admissions Code 2021.

Action: Governing Bodies to note and to forward any comments, if any, on the proforma.

v) Waiting List

The Local Authority currently maintains the waiting lists for all schools/academies for pupils applying during the normal admission round. The Admissions Code 2021 requires that waiting lists are in place and continue for at least the first term of the academic year. There are no proposed changes for 2024/25. **The Authority does not maintain waiting lists for in-year applications.**

Action: To note the above.

vi) Local Authority 'Admission to School' Booklets.

The information contained in the booklets is freely available on the Local Authority website www.rotherham.gov.uk/education along with details on how to make an on-line-application. The Authority is currently able to satisfy above 90% first preferences for primary and secondary schools. Where parents are unsuccessful with their application separate guidance is available on the appeal procedures. Hard copies of the booklet are only provided upon request. All parents receive a letter explaining how to apply for a school place. The letter advises parents/carers to have read and taken regard of the admissions booklet available on the council website before submitting their application.

Action: Governing Bodies to note that the Local Authority wishes to maintain the decision to only send a summary of the information contained in the admissions booklet to parents with full copies available on request and/or via www.rotherham.gov.uk/education

vii) Consideration of the 'relevant area'

Every two years, the Authority must review its determination of the 'relevant area' for the purposes of admissions consultation. This requires consultation with all schools in Rotherham, together with all primary schools lying within 1 mile of any border and all secondary schools lying within 3 miles. Since the inception of this requirement the determined area has been the whole of the Rotherham borough. There have been no previous objections to this and no change to the 'relevant area' is proposed for consultation on admissions in 2024/25.

Action: Governing Bodies to note the proposals and to forward any comments, if any, on the proforma.

The admission criteria for LA maintained community and controlled schools for 2023/24 is shown below. (There are no proposed changes for 2024/25).

Governing Bodies/Academy Trusts should note that the below criteria in accordance with the Admissions Code 2021 will be adopted by all maintained schools as their admissions criteria.

Schools/Academies which are their own admissions authority are advised that they may wish to continue to adopt the policy in full set by the LA as their admissions policy for 2024/25. However, this must be personalised as the admissions policy for that particular own admission authority school and must follow the consultation and publication process as detailed above in accordance with the Admissions Code 2021.

It should be noted that for a number of years the DfE has given priority to looked after children **and** previously looked after children which also includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. This is shown in the following admissions criteria (see also note 3 below for full definition).

PRIMARY (Reception)

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

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

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children. (see note 3 below for full definition).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority and it is expected will also have an older brother or sister on the roll of the preferred school or its associated junior school at the time of their admission. Parents should ensure that they attach full supporting information to the Common Application Form.

- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority and it is expected with have an older brother or sister will be on the roll of the preferred school or its associated junior school at the time of their admission.
- vii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

YEAR 3

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

After the allocation of children with an EHCP naming the school, places in Year 3 at a Junior School will be allocated in the following order of priority:-

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children in attendance at Y2 in the associated Infant School.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority and it is expected will also have an older brother or sister on the roll of the preferred Junior school at the time of their admission or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school.
- vi) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vii) Children who on the closing date live outside the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister will be on the roll of the preferred school at the time of their admission or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school .

- viii) Children who on the closing date live nearest to the school measured in a straight line on a horizontal plane (as the crow flies).

SECONDARY (Year 7)

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

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

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children who on the closing date have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular** school essential. Parents should ensure that they attach full supporting information to the Common Application Form.
- iii) Children who on the closing date have a compelling social reason which the Authority is satisfied make attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2023.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as define by the Authority and it is expected will have an older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2023.
- vii) Children who on the closing date are on the roll of one of the associated Primary/Junior/Junior and Infant schools as identified by the Authority.
- viii) Children who on the closing date live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, "as the crow flies").

NOTES - to accompany the above admissions criteria

1. Where the admission number for any 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 living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”).
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g. in flats), the final place will be allocated by the drawing of lots by officers of the authority outside of the Access to Education Service.
3. 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 residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society. For further information please refer to the Admissions Code 2021 which can be downloaded from [School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

4. Places will be allocated in accordance with the LA’s co-ordinated admissions schemes for Primary and 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 ranked of the potential offer schools.

IN-YEAR APPLICATIONS

What is an in-year application?

An in-year application is a request for the admission of a child to a relevant age group if it is submitted on or after the first day of the first term of the admission year, or for admission to a higher year group within a school or academy (DfE Admissions Code 2021).

The majority of in-year applications for school places in Rotherham will be dealt with through normal in-year arrangements. However, some children in vulnerable groups may find it difficult to secure a school place. In these cases, applications may be referred for placement under the Fair Access Protocol. Rotherham's Fair Access Protocol (FAP) works in partnership with schools to ensure that children and young people in vulnerable circumstances, including those at risk of exclusion, or those excluded from school, are allocated a school place as quickly as possible. The operation of the FAP is triggered when a parent/carer of an eligible child has not secured a school place via the usual in-year admission and appeals procedures.

Rotherham's arrangements for in-year applications to Rotherham schools.

Own admission authority schools and academies work closely with the Local Authority to manage and process applications in-year.

The School Admissions Code 2021 requires that the Local Authority and Schools who are their own admissions authority must, on receipt of an in-year application, work in partnership to ensure all parties are notified of the outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

In-year applications for school places outside of Rotherham should be submitted to the local authority in which the preferred school is situated. In-year applications for a Rotherham school should be made direct to Rotherham Authority. Contact details for neighbouring local authorities can be found in the Admissions to Primary/Secondary school booklets for parents available at www.rotherham.gov.uk/education

Admission authorities are responsible for setting and applying a school's admission arrangements:

- For Local Authority maintained schools the LA is the Admissions Authority
- For Academies the Governing Body/Academy Trust is the Admissions Authority
- For Church of England and Catholic Schools the Admissions Authority is the relevant Diocese/Academy Trust where the school has converted to Academy status.

All admission authorities must comply with the requirements of the School Admissions Code and admissions legislation.

Admission authorities should ensure that their processes for admitting children who have been allocated a place under in-year arrangements or through the Fair Access Protocol do not lead to unreasonable delay, particularly where a child is otherwise without a place.

Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol in certain circumstances, as per the Admissions Code 2021.

The Local Authority may also share information, by secure electronic means, with neighbouring authorities where an application is received for a pupil who lives in that local authority area and who applies for a place in one of the schools participating in the scheme.

Our neighbouring authorities are Barnsley, Derbyshire, Doncaster, Nottinghamshire and Sheffield.

Applying for an in-year transfer to a Rotherham school

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September.

An online application is available on the Authority website or a paper copy is available by contacting the Admissions Team. Parents can state up to three preferences on an application form for Rotherham schools. We recommend that parents use all three preferences, thereby maximising their chances of securing a place at a school of their choice. Details of applications will be sent to your preferred schools.

Applications for Looked After Children must be submitted by the child's social worker or virtual school in the Authority in whose care the child is placed.

Parents applying for academy, foundation, voluntary aided or voluntary controlled schools should check whether any additional supporting information is required. This may be written evidence from a minister to demonstrate commitment to religion. This information enables the admission authority to apply admission oversubscription criteria correctly.

Details of oversubscription criteria for Rotherham schools is available on our website www.rotherham.gov.uk/education

Applying for a place in year 10 or year 11

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as year 10 and year 11.

It may be difficult to find schools that can offer courses compatible with the previous school. However, schools are not able to refuse to admit children because they followed a different curriculum at their previous school.

How in-year applications are considered

Applications for school places are considered in accordance with the requirements and timescales set out in the Admissions Code 2021 to ensure that every child of school age accesses an appropriate school place.

Upon receipt, applications are forwarded to the preferred schools for consideration. Notification of the outcome of the application will be sent to parents by post or email by the Admissions Team.

If an application is refused at any school applied for, parents are notified of their right to an independent appeal.

Following communication with preferred schools, Rotherham Local Authority will identify all preferences that can be met. When a place potentially can be offered at more than one of the schools listed on an application, the Authority will usually offer a place at the highest preferred school where a place is available. Rotherham Authority will write to parents detailing the outcome of the application.

Infant classes only

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2021 (2.16) states that additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. A child who falls into any of these categories will not automatically be admitted as an excepted child.

PRIMARY SCHOOLS

Appendix 2

Local Authority maintained schools are indicated in bold in the table below and are accurate as at time of publication.

All other schools/academies are own admissions authority schools

The proposed admission number to be determined by the admissions authority as part of the admissions consultation.

School	Net Capacity	Admission Number 2023/2024	Proposed Admission Number 2024/2025	Comments and/or proposed changes to admissions arrangements for 2024/25
Anston Brook Primary	210	30	30	
Anston Greenlands Primary	210	30	30	
Anston Hillcrest Primary	210	30	30	
Anston Park Infant	225	75	75	
Anston Park Junior	300	75	75	
Aston All Saints CE	210	30	30	
Aston Fence J&I	210	30	30	
Aston Hall J&I	315	45	45	
Aston Lodge Primary	210	30	30	
(Aston) Springwood Junior Academy	210	30	30	
Aughton Primary	210	30	30	
Badsley Primary	630	90	90	
Blackburn Primary	316	30	30	
Bramley Grange Primary	315	45	45	
Bramley Sunnyside Infant	270	75	75	
Bramley Sunnyside Junior	360	90	90	
Brampton Cortonwood Infant	150	50	50	
Brampton the Ellis CE Primary	483	40 - Infant 90 - Junior	40 - Infant 90 - Junior	
Brinsworth Howarth J&I	240	30	30	
Brinsworth Manor Infant	240	80	80	
Brinsworth Manor Junior	320	80	80	
Brinsworth Whitehill Primary	350	45	45	
Broom Valley Primary	420	60	60	
Brookfield Junior Academy	315	45	45	
Canklow Woods Primary	210	30	30	
Catcliffe Primary	210	30	30	
Coleridge Primary	210	30	30	
Dinnington Primary	270	30	30	
St Joseph's Catholic Primary (Dinnington)	196	28	28	
East Dene Primary	350	45	45	

Eastwood Village Primary	315	30	30	
Ferham Primary	210	30	30	
Flanderwell Primary	420	60	60	
Foljambe Primary	210	30	30	
Greasbrough Primary	270	45	45	
Harthill Primary	210	30	30	
Herringthorpe Infant	270	90	90	
Herringthorpe Junior	360	90	90	
High Greave Infant	180	60	60	
High Greave Junior	240	60	60	
Kilnhurst Primary	210	30	30	
Kimberworth Primary	210	30	30	
Kiveton Park Infant	180	45	45	
Kiveton Park Meadows Junior	240	59	59	
Laughton CE Primary	105	15	15	
Laughton J&I	210	30	30	
Listerdale Junior Academy	315	60	60	
Maltby Craggs Primary	420	60	45	PAN reduction due to falling numbers.
Maltby Lilly Hall Academy	420	60	60	
Maltby Manor Academy	420	60	60	
Maltby Redwood Academy	240	30	30	
St Mary's Catholic Primary (Maltby)	210	30	30	
Meadow View Primary	300	40	30	PAN reduction due to low birth numbers.
Ravenfield Primary Academy	210	30	30	
Rawmarsh Ashwood Primary	210	30	30	
(Rawmarsh) Monkwood Primary	420	60	60	
Rawmarsh Rosehill Junior	240	60	60	
Rawmarsh Ryecroft Infant	180	60	60	
Sandhill Primary	315	45	45	
Rawmarsh St Joseph's Catholic Primary	210	30	30	
Rawmarsh Thorogate J&I	210	30	30	
Redscope J & I	360	60	60	
Rockingham J&I	315	50	50	
Roughwood Primary	336	50	50	
Sitwell Infant	222	75	75	
Sitwell Junior	300	76	76	
St Ann's J&I	420	60	60	
St Bede's Catholic Primary	315	45	45	
St Mary's Catholic Primary (Herringthorpe)	210	30	30	

St Thomas' CE Primary (Kilnhurst)	210	30	30	
Swallownest Primary	210	30	30	
Swinton Fitzwilliam Primary	315	45	45	
Swinton Queen Primary	315	45	45	
Thornhill Primary	315	45	45	
Thorpe Hesley Primary	478	70	70	
Thrybergh Fullerton CE Primary	114	30	30	
Thrybergh Primary	245	30	30	
St Gerard's Catholic Primary	140	20	20	
Thurcroft Infant	225	75	75	
Thurcroft Junior Academy	280	70	70	
Todwick J&I	210	30	30	
Treeton CE Primary	315	45	45	
Trinity Croft CE Primary	125	25	25	
Wales Primary	270	30	30	
Wath CE Primary	420	60	60	
Wath Central Primary	420	60	60	
Our Lady & St Joseph's Catholic Primary	210	30	30	
Wath Victoria J&I	285	45	45	
Waverley Junior Academy	420	60	60	
Wentworth CE J&I	112	16	16	
West Melton J&I	210	30	30	
Whiston J&I – Academy	210	30	30	
Whiston Worrygoose J&I	210	30	30	
Wickersley Northfield Primary	419	60	60	
St Alban's CE	210	30	30	
Woodsetts J&I	210	30	30	

SECONDARY SCHOOLS

The proposed admission number to be determined by the admissions authority as part of the admissions consultation.

School	Net Capacity Figure	Admission Number 2023/24	Proposed Admission No 2024/25	Comments and/or proposed changes to admissions arrangements for 2024/25
Aston Academy	1650	300	300	
Brinsworth Academy	1487	270	270	
Clifton Community School	1250	220	220	
Dinnington High School	1444	210	210	
Maltby Academy	1250	200	200	
Oakwood High School	1050	210	210	<p>The following change has been added to admissions criteria and approved by governors</p> <p>8. Children of staff at the school meeting the following criteria:</p> <p>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</p> <p>b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.</p>
Rawmarsh Community School	1075	222	222	
Swinton Academy	1320	200	200	
Thrybergh Academy and Sports College	704	140	140	
Wales High	1736	310	310	
Wath Academy	1950	330	330	
Wickersley School and Sports College	2280	340	340	
Wingfield Academy	975	200	200	
Winterhill School	1528	200	200	
St Bernard's Catholic High	700	155	155	
Saint Pius X Catholic High	685	130	140	Increase to accommodate feeder schools.

ADMISSION NUMBER FOR SIXTH FORMS

School Name	Admission Number for Year 7 - Year 11	Proposed Admission Number for New Y12 Pupils 2024/25*
Aston Academy	300	45
Brinsworth Academy	270	41
Dinnington High School	210	32
Maltby Academy	200	30
Swinton Academy	200	30
Wales High School	310	47
Wath Academy	330	50
Wickersley Schools and Sports College	340	51

* The proposed admission number must relate only to those being admitted to the school for the first time, and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.

All the sixth form schools proposed Y12 figures are 15% of their Admission number. (Based on historical statistical data and previous DfE Admissions Code Guidance)

ROTHERHAM LOCAL ADMISSIONS FORUM
SCHOOL ADMISSION APPEALS STATISTICS

Thursday, 9th February, 2023

(1) Introduction

This report is included on the agenda as the means of informing the Local Admissions Forum of the numbers of school admission appeals received and the appeal hearings taking place.

Statistics are included for the full academic years 2020/21 and also for the part-year, to date 2022/23 school year.

The separation of Local Authority schools and Faith schools has been used in this analysis, but there is no separation for the Academies.

(2) The calendar year of appeal hearings

The following table lists the number of school days, in each calendar month, when school admission appeal hearings took place via Microsoft Teams. All were full days.

	2021	2022	2023		2021	2022	2023
January	1	5	10	July	11	13	
February	5	2	4	August	-	-	
March	3	6	5*	September	8	10	
April	4	7		October	6	7	
May	17	14		November	5	10	
June	14	15		December	3	4	
*days of appeals planned so far				Totals	79	93	

(3) School Year 2021/22 and 2022/23 to date - All Schools – Summary Statistics

(a) 2021/2022 and 2022/23 to date - Secondary Schools

Secondary School	Number of Appeals	Upheld Allowed	Dismissed Refused	Allocated before hearing	Withdrawn	No conclusion
Aston	15	4	-	6	4	1
Brinsworth	11	4	-	1	4	2
Clifton	9	1	-	4	1	3
Dinnington	1	-	1	-	-	-
Maltby	21	8	2	5	1	5
Oakwood	38	10	11	6	7	1
Rawmarsh	16	7	3	-	6	-
Swinton	9	2	1	-	3	3
Thrybergh	4	1	-	1	-	2

Wales	45	19	13	-	4	8
Wath	27	10	3	1	6	6
Wickersley	97	44	30	1	11	11
Wingfield	47	19	12	-	10	5
Winterhill	23	7	2	1	7	6
Faith schools						
St Bernard's	50	12	34	2	12	1
St Pius X	42	9	23	5	4	1
TOTALS	455 (560 last year)	157	135	33	83	65

(b) 2021/2022 and 2022/23 to date - Primary Schools

Primary School	Number of Appeals	Upheld Allowed	Dismissed Refused	Allocated before hearing	Withdrawn	No conclusion
LEA Schools	288 (323 last year)	103	93	55	51	33
Faith Schools	67 (77 last year)	19	17	13	11	7
TOTALS	355 (365 last year)	122	110	68	62	40