

## **LOCAL ADMISSIONS FORUM**

**Venue: Microsoft Teams**

**Date: Thursday 1 February 2024**

**Time: 10.00 a.m.**

### **A G E N D A**

1. Apologies for Absence.
2. Minutes of the Previous Meeting held on 16th November, 2023 (Pages 3 - 6)
3. Matters Arising from Previous Minutes
4. Admission Arrangements Determination and Consultation Regarding Relevant Area (Pages 7 - 18)
5. Update on Admissions and Secondary School Allocations for September 2024
6. School Admission Appeals Update - Statistics (Pages 19 - 20)
7. Update on School Organisation
8. Update of School Term Dates Consultation for 2025/26 (Page 21)
9. Fair Access Protocol Consultation (Pages 23 - 25)
10. Academy Conversions and Multi Academy Trust Updates
11. Date of next meeting - Thursday, 13th June, 2024 at 10.00 a.m.

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**LOCAL ADMISSIONS FORUM  
THURSDAY 16 NOVEMBER 2023**

Present:- Mrs. I. Hartley, Mrs. M. Gambles and Peart.

Also in attendance were:- Ms. M. Jordan, Mr. C. Stones and Ms. S. Whitby.

Apologies for absence were received from:- Councillor Cusworth and Mr. D. Shenton and Mrs. J. Unwin.

**79. APPOINTMENT OF CHAIR AND VICE-CHAIR OF THE LOCAL ADMISSIONS FORUM**

**Agreed:-** (1) That Mrs. I. Hartley be appointed as Chair of the Rotherham Local Admissions Forum for the 2023/24 academic year.

(2) That Mrs. M. Gambles be appointed Vice-Chair of the Rotherham Local Admissions Forum for the 2023/24 academic year.

**80. MINUTES OF THE PREVIOUS MEETING HELD ON 15TH JUNE, 2023**

Consideration was given to the minutes of the previous meeting held on 15<sup>th</sup> June, 2023. It was noted the meeting was not quorate.

**Agreed:-** That the minutes of the previous meeting held on 15<sup>th</sup> June 2023, be approved as a correct record.

**81. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the minutes.

**82. MEMBERSHIP OF THE LOCAL ADMISSIONS FORUM TO REVIEW**

Consideration was given to the membership of the Local Admissions Forum and the vacancies discussed.

It was, therefore, suggested that the Clerk, in consultation with the Head of Service – Access to Education, would seek nominations for the vacancies to be filled and for

**Agreed:-** That the Clerk, in consultation with the Head of Service – Access to Education, seek nominations for the filling of all the vacancies.

**83. TERMS, CONDITIONS AND CONSTITUTION TO REVIEW/AGREE FOR 2023/24**

Consideration was given to the Forum's Terms of Reference and a request made as to whether they remained fit for purpose and if any changes were required.

**Agreed:-** That the Terms of Reference, as submitted, be considered appropriate and fit for purpose.

**84. SCHOOL ADJUDICATOR REPORT FOR 2023**

Consideration was given to the Annual School Adjudicator Report for 2023, noting the later submission date of 31st October, 2023.

**Agreed:-** That the Annual School Adjudicator Report 2023 be received and the contents noted.

**85. SCHOOL ADMISSIONS PROPOSED ARRANGEMENTS FOR ENTRY IN THE 2025/2026 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 2025/2026 academic year.

As per the prescriptive timetable the details would be subject to a period of wider consultation from 27<sup>th</sup> November, 2023 to 14<sup>th</sup> January, 2024.

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 academies proposed admission number for 2025/2026. The only change was a revision to the Published Admission Number at Sitwell Infant School from seventy-five to sixty. This was due to falling numbers in the catchment area.

It was also pointed out that the website would be subject to an overall to make it more accessible to apply for school places online. Work would also take place with the Corporate Governance Group to facilitate a greater awareness about applying for school places and make every best use of social media platforms. In addition, every avenue for publicising the deadline for applications, in collaboration with schools themselves, would be explored with additional leafleting in libraries, schools and doctors' surgeries.

**Agreed:-** (1) That the report be received and the contents noted.

(2) That the finalised document submitted to the February meeting for approval.

**86. SCHOOL ORGANISATION UPDATE**

In terms of School Organisation there was little to report with no significant changes.

**Agreed:-** That the update be received and the contents noted.

**87. ADMISSIONS UPDATE**

Consideration was given to the latest position with regards to Admissions and the very high volume of appeals, which was more than was expected for this time of year.

The Access to Education Team were receiving more applications for school places and there appeared to be more migration into and around Rotherham from families coming to work locally or study. This was placing more pressure on the system. The Team were often able to place children within a reasonable offer, but this did not guarantee a place at the nearest school. This had a knock on effect then for the Appeals Service.

Unfortunately, due to retirement and sickness the Access to Education Team were not at full capacity and currently had posts out for recruitment.

**Agreed:-** That the update be received and the contents noted.

**88. UPDATE ON APPEALS AND PRIMARY & SECONDARY FAIR ACCESS PROTOCOL PRESENTATION**

Consideration was given to the presentation circulated with the agenda papers which was presented to the meeting of Primary and Secondary School Head Teachers outlining the challenges being faced placing admissions and appeals under pressures.

Particular attention was drawn to the timeliness in the system for children and the options under consideration to alleviate some of the difficulties, which had also led to a rise in children being placed into school under the Fair Access Protocol.

An update was provided on numbers received under Fair Access over a twelve month period and the additional pressures with the rise of the numbers of children who were elective home educated coming back into education.

There was still a degree of mobility and migration into the borough from overseas which could not be predicted or planned for, but every effort was being made to place children in schools within a reasonable distance. It was not always possible to place children from one family together.

Several options were also being considered which included alternative offers for unsuccessful in year applicants, more timely referrals to Fair

Access, inclusion of Social and Medical category in the admission arrangements in future years and an appraisal of the Admissions and Appeals SLA to bring this in line with market value and reflect the work being undertaken.

Agreed:- That the presentation and the update be received and the contents noted.

**89. SCHOOL ADMISSION APPEALS UPDATE**

Consideration was given to the latest position in relation to admission appeals in the report submitted and the numbers of school admission appeals received and the appeal hearings taking place. Statistics were included for the full academic years 2022/23 and also to date for the 2023/24 school year.

As indicated previously the high volume of appeals received was unprecedented and every effort would be made to raise awareness with parents.

Agreed:- That the update be received and the contents noted.

**90. ACADEMIES UPDATE - OCTOBER, 2023**

The Forum noted the updated list of Rotherham schools which had converted/about to convert to academies as of October 2023.

Proposed conversations for April, 2024 included Newman School and Bramley Sunnyside Junior School.

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

**91. TERM DATES CONSULTATION FOR 2025/26**

Consultation on the school calendar for the 2025/26 academic year would take place with all schools in January 2024.

The traditional and fixed Easter calendar wrapped around Good Friday and Easter Monday and would be in line with Doncaster and Sheffield. It was hoped that eventually the South Yorkshire Authorities would all align.

Agreed:- The calendar update be received and the contents noted.

**92. DATE OF NEXT MEETING - THURSDAY, 1ST FEBRUARY, 2024 AT 10.00 A.M.**

Agreed:- That the next meeting of the Local Admissions Forum take place on Thursday, 1<sup>st</sup> February, 2024 at 10.00 a.m. via Microsoft Teams.

<div>BRIEFING</div>	TO:	Local Admission Forum
	DATE:	1 February 2024
	LEAD OFFICER:	Sarah Whitby <a href="mailto:Sarah.whitby@rotherham.gov.uk">Sarah.whitby@rotherham.gov.uk</a>
	TITLE:	Admission arrangements determination and consultation regarding relevant area
1. Background		
1.1	Admission authorities must set ('determine') admission arrangements annually by 28 February, regardless of whether there has been any consultation or changes proposed.	
1.2	As the admission Authority for Community and Voluntary controlled schools, Rotherham has a responsibility to determine the admission arrangements for these schools.	
2. Key Issues		
2.1	The proposed admission arrangements, detailed at <b>Appendix 1</b> , were consulted upon between 27 November 2023 and 14 January 2024. This consultation was undertaken in line with the requirements of the <a href="#">School Admission Code</a> as it ran for the required 6 weeks between 1 October and 31 January, was distributed to the consultees specified at 1.47 of the Code in addition to being available on the Council's website and publicised through RMBC social media channels. Consultees were invited to respond via an online survey, hosted on the RMBC webpages. Alongside the online survey the proposed arrangements and a consultation document explaining the proposals being consulted upon were available.	
2.2	Parallel consultation in respect of the 'Relevant Area', <i>The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements</i> , was also undertaken.	
2.3	The admission arrangements consulted upon proposed a change to the PAN at Sitwell Infant School from 75 to 60.	
2.4	There is a reduction in the pupil population at first admission to school and therefore a need for less Reception places in coming years. Analysis of sufficiency of school places across the planning and local area indicated that this reduction can be supported. The forecast number of children in the catchment area of Sitwell Infants for admission to Reception in 2025, based on birth rate, is 48. The number of applicants expressing a first preference for the school is routinely well below the number of children born in the catchment area and has fallen over the last 3 year. There is forecast sufficiency within the next nearest schools to meet demand locally.	
2.5	The consultation in respect of the relevant area proposed no changes, and for this to remain as the whole of Rotherham.	
2.6	8 responses were received to the online consultation and are summarised at <b>Appendix 2</b> .	

<p><b>2.7</b></p> <p><b>2.8</b></p> <p><b>2.9</b></p>	<p>There are currently over 80 surplus places in Reception across the planning area and this number is projected to increase further.</p> <p>Projections take into account all approved planning applications, therefore any increase in demand as a result of new house building has been accounted for.</p> <p>Taking into account all responses received to the consultation, it is recommended that the proposed admission arrangements are now determined as the proposed reduction in PAN is not projected to impact on the availability of an appropriate school place for every child who needs one. This was the primary concern raised by respondents in the online survey.</p>
<p><b>3. Key Actions and Timelines</b></p>	
<p><b>3.1</b></p>	<p>The Local Admission Forum, as the delegated decision maker, must formally approve and determine the proposed admission arrangements by 28 February 2024.</p>
<p><b>4. Recommendations</b></p>	
<p><b>4.1</b></p> <p><b>4.2</b></p>	<p>That the Local Admissions Forum formally determine the admission arrangements for 2025-26 for community and voluntary controlled schools, as detailed in <b>Appendix 1</b>.</p> <p>That the Local Admission Forum note that the relevant area remains the whole of Rotherham following the period of consultation.</p>



## **Admissions Arrangements for Entry to Community and Voluntary Controlled School 2025/26**

**Rotherham Metropolitan Borough Council is the admission authority for all community and voluntary controlled schools within the Borough and as such is responsible for setting and applying the admission arrangements for them. Where a school is an Academy, the admission authority is the academy trust. For foundation and voluntary aided schools, the governing body of the school is the admission authority.**

### **Composite Prospectus**

The Local Authority is required each year to publish online by 12 September a composite prospectus. This document is a collation of all admission arrangements for schools within the Borough, including those where RMBC is not the admission authority. Information within this document is available to support applicants to understand the admission criteria and Published Admission Number for entry to each school in the Borough and therefore enable parents to make informed decisions about the schools their child may have higher priority for.

The composite prospectus can be found at [Starting Primary School – Rotherham Metropolitan Borough Council](#)

### **Co-ordinated Scheme**

The Local Authority is required to co-ordinate all applications for children resident in the Borough in the normal admissions round and late applications for primary and secondary schools in their area. The normal admissions round is the period during which parents are invited to express 3 preferences for a place at any state funded school for entry to a relevant age group (the age group to which children are normally admitted - Reception year in an Infant, Junior & Infant or primary school and Year 3 in a Junior School. Details of the co-ordinated scheme must be published by 1 January in the determination year (this is the school year immediately preceding the offer year, so for entry to school in 2025/26, the determination year is 2023/24).

Details of RMBCs co-ordinated scheme can be found at [School Admissions Determination 2024-2025 – Rotherham Metropolitan Borough Council](#)

### **In Year Applications**

The Local Authority is not required to co-ordinate all applications for children requiring a school place outside of the normal admissions round, although in Rotherham most schools choose to be part of the co-ordinated scheme. This means that, if you require a school place for your child at any other point than the normal point of entry (an In Year application or transfer) you are advised to check on [Applying for a School during the School Year – Rotherham Metropolitan Borough Council](#) to ensure you make an application in the correct way.

## Timeline for applications for a school place in the normal admissions round

Children do not automatically transfer from one phase of education to another and for all children requiring a place in reception, requiring a transfer from an infant only school to a junior school, and those transferring from primary to secondary an application must be made through RMBCs co-ordinated scheme. This includes children already in a school based nursery who require a place in the reception class.

Parents of children resident in Rotherham are asked to submit up to 3 different preferences for any state funded school they wish their child to be considered for admission to - this can be in Rotherham or any other local authority area. Even if you only wish your child to attend school outside of Rotherham you must still apply to RMBC if your child is a Rotherham resident. All applications for schools in other local authority areas will be transferred to that local authority in line with the co-ordinated scheme.

Relevant age group	Children born between	Application round open	National closing date
Children entering reception	1 September 2020 and 31 August 2021	August 2024	15 January 2025
Children transferring from an infant only school to year 3 in a different junior or primary	1 September 2017 and 31 August 2018	October 2024	15 January 2025
Children transferring from primary to year 7 in secondary	1 September 2013 and 31 August 2014	July 2024	31 October 2024
Children applying to transfer to a school with an atypical age of admissions in year 9 or 10	Children starting in the school year preceding the year of admission	Letters issued to parents of Y8 pupils before 12th September 2024.	31 October 2024

## How places are allocated

As part of a school's admission arrangements, admission authorities are required to set a Published Admission Number (PAN), this is the number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority.

All applicants must be offered a place where one is available. If there are more applicants than places available then these must be offered in accordance with the published oversubscription criteria, with children in the first criterion the most likely to get a place at the school. Places at LA maintained schools will be allocated using the admissions criteria given below for the relevant age group and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority as the admissions authority for the school.

## **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 Breaker**

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.

## **Catchment area**

All schools for which RMBC is the admission authority have a defined catchment area for the relevant age group, these are available to view at [RMBC Mapping](#). Applicants do not have to apply for their catchment area school and living outside a catchment does not prevent an applicant from expressing a preference for a particular school. However, applicants are reminded that living in the catchment area will give higher priority, although does not guarantee a place at a particular school(s).

## **Admission outside the normal age group**

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.

For community and voluntary controlled schools, for which RMBC is the admission authority, this request will be considered by officers from the local authority, 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.

**The Local Authority is the admission authority for the following Schools and has set the published admission number (PAN) for the relevant age group as follows:**

All references to the Local Authority in the oversubscription criteria refer to Rotherham Metropolitan Borough Council (as the admission authority).

School	PAN for the relevant age group	Associated Infant or Junior School, where applicable (as referenced in the oversubscription criteria)
Anston Park Junior	75	Anston Park Infant
Aston Fence J&I	30	
Badsley Primary	90	
Blackburn Primary	30	
Bramley Sunnyside Infant	75	Bramley Sunnyside Junior
Bramley Sunnyside Junior	90	Bramley Sunnyside Infant
Brinsworth Manor Infant	80	Brinsworth Manor Junior
Broom Valley Primary	60	
Herringthorpe Infant	90	Herringthorpe Junior
Kimberworth Primary	30	
Rawmarsh Rosehill Junior	60	Rawmarsh Ryecroft Infant
Rawmarsh Ryecroft Infant	60	Rawmarsh Rosehill Junior
Rawmarsh Thorogate J&I	30	
Sitwell Infant	60	Sitwell Junior
Swallownest Primary	30	
Thornhill Primary	45	
Todwick J&I	30	
Wales Primary	30	

## Admissions Criteria for entry to Reception in an Infant, Junior & Infant or Primary School maintained by the Local Authority

### A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan 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 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 Relevant Looked After Children and previously looked after children (see note (a) below for full definition).
- 2 Children who, on 15th January 2025, have a specific medical reason (see note (e)), confirmed by a medical practitioner, which the Local Authority is satisfied makes attendance at the **preferred school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2025, have a compelling social reason (see note (e)), which the Local Authority is satisfied makes attendance at the **preferred school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.

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

- 4 Children who, on 15th January 2025, live in the catchment area of the preferred school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2025 (see notes (b) and (c) below)
- 5 Children who, on 15th January 2025, live in the catchment area of the preferred school as defined by the Local Authority (see note (b) below)
- 6 Children who, on 15th January 2025, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2025 (see note (c) below)
- 7 Children who, on 15th January 2025, live nearest to the preferred school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

## Admissions Criteria for entry to Year 3 of a Junior school maintained by the Local Authority

### A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan 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 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 Relevant Looked After Children and previously looked after children (see note (a) below for full definition).
- 2 Children who, on 15th January 2025, have a specific medical reason (see note (e)), confirmed by a medical practitioner, which the Local Authority is satisfied makes attendance at the **preferred school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 15th January 2025, have a compelling social reason (see note (e)), which the Local Authority is satisfied makes attendance at the **preferred school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.  
  
Please note: Very few cases are agreed annually on exceptional medical or social grounds.
- 4 Children in attendance at Y2 in the associated Infant School.
- 5 Children who, on 15th January 2025, live in the catchment area of the preferred school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 1 - 6 or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school at the start of the academic year 2025 (see notes (b) and (c) below)
- 6 Children who, on 15th January 2025, live in the catchment area of the preferred school as defined by the Local Authority (see note (b) below)
- 7 Children who, on 15th January 2025, it is expected will have an older brother or sister on the roll of the preferred school in Years 1 - 6 or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school at the start of the academic year 2025 (see note (c) below)
- 8 Children who, on 15th January 2025, live nearest to the preferred school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

**NOTES – definitions and additional information in relation to the admissions criteria for entry to Reception and Year 3.**

- 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 **15 January 2025**. 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 Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence or where multiple applications are received.

- 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) 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.

- e) Any applicant who wishes for information to be considered on the basis of Social or Medical criteria must provide the relevant information at the time of application. This could include a letter from a consultant and must evidence why the preferred school is the only school the child can attend. Applicants wishing to be considered under this category are strongly advised to make additional preferences for schools at which they have high priority in the admission arrangements. All evidence received will be considered by a panel of Local Authority Officers to determine whether attendance at the preferred school is essential.

## Waiting Lists

On the National Offer Day of 16 April 2025, 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 or Year 3 for a separate Junior school.

The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the 31 December 2025 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.

## Repeat applications

Repeat applications for the same school year will only be considered if there has been a significant and material change in circumstances that would likely affect the consideration of the application. Any repeat application on the basis of changed social and medical circumstances must be supported by appropriate medical evidence, for example a letter from a consultant.

## Find your catchment area school

You can use the catchment map to find your catchment area school.

- Visit [RMBC Mapping](#)
- Close the disclaimer
- Type your postcode in the address bar to search
- Select a property from the list (if yours is not shown press MORE)
- Click or tap on the property to select it
- The property will be shown on the map
- Select **What would you like to do?** in the top left corner
- Select **Map features**
- Select **Education**
- Tick the Primary & Secondary catchment boxes as required
- Click or tap the map and catchment area school/s will appear in a pop-up box

## Useful contacts

### Admissions team

Children and Young People's Services, Riverside House, Main Street, Rotherham. S65 1AE

Contact an Admissions Officer on (01709) 823777

or email: [admissions.enquiries@rotherham.gov.uk](mailto:admissions.enquiries@rotherham.gov.uk)

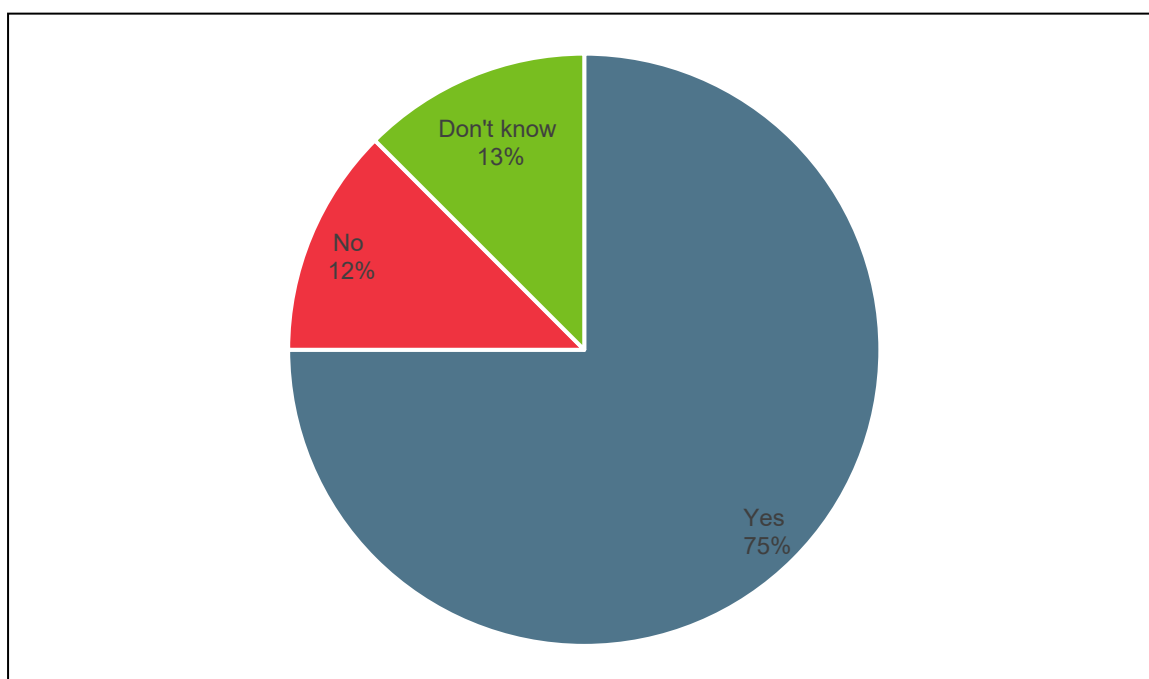


## Summary of responses to RMBC's consultation on admission arrangements for community and voluntary controlled schools

Question 1 asked '*Do you agree with the proposed relevant area remaining as the whole of the borough of Rotherham?*'

8 responses were received

- 6 respondents answered 'yes'
- 1 respondent answered 'no'
- 1 respondent answered 'don't know'

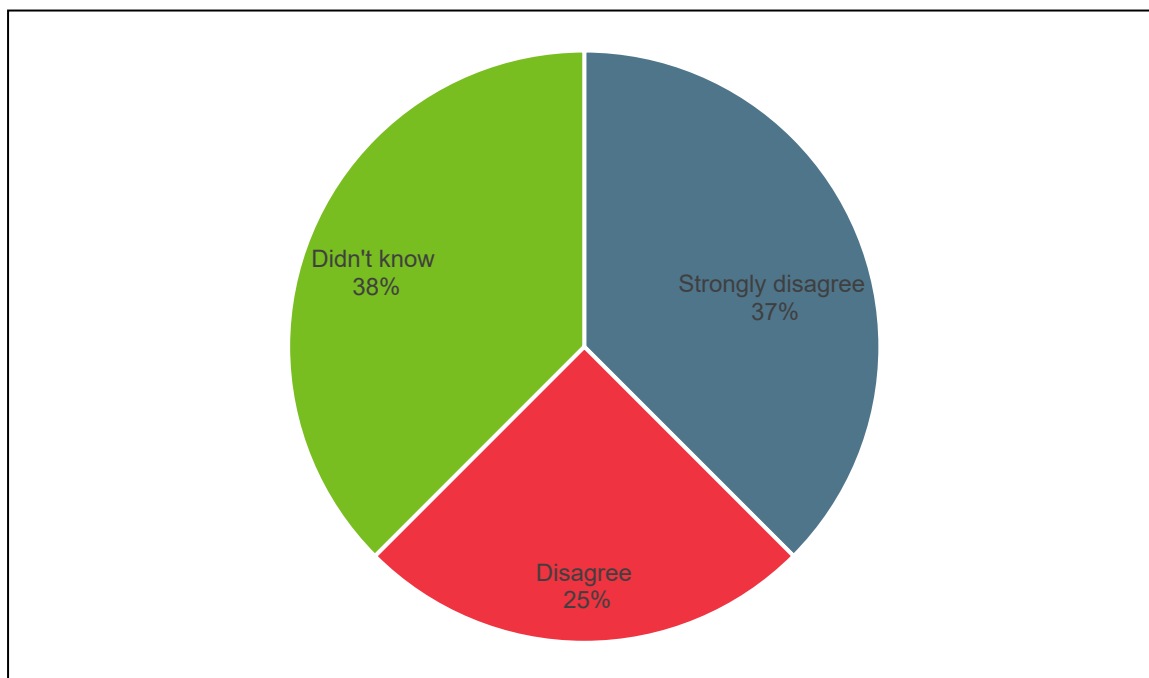


One respondent submitted a comment raising whether consultation across the relevant area happened in practice.

**Question 2 asked ‘*Proposed change to Sitwell Infants admission numbers - Please indicate your level of agreement with the proposed change to the PAN at Sitwell Infants School.*’**

8 responses were received

- 3 respondents strongly disagreed
- 2 respondents disagreed
- 3 respondents answered that they did not know



3 respondents submitted comments raising concern about the proposed reduction in PAN at Sitwell Infants and one submitted a comment that they needed an explanation of the proposal.

**ROTHERHAM LOCAL ADMISSIONS FORUM**  
**SCHOOL ADMISSION APPEALS STATISTICS**  
**Up to December, 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 2022/23 and also for the part-year, to date 2023/24 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	17
February	5	2	4		August	-	-	-
March	3	6	9		September	8	10	11
April	4	7	7		October	6	7	8
May	17	14	22		November	5	10	13
June	14	15	18		December	3	4	8
Totals						<b>79</b>	<b>93</b>	<b>126</b>

**(3) School Year 2022/23 and 2023/24 to date - All Schools – Summary Statistics**

**(a) 2022/2023 and 2022/23 to date - Secondary Schools**

Secondary School	Number of Appeals	Upheld Allowed	Dismissed Refused	Allocated before hearing	Withdrawn
Aston	10	3	-	3	4
Brinsworth	8	3	-	4	1
Clifton	10	4	-	1	5
Dinnington	2	-	2	-	-
Maltby	16	3	2	11	-
Oakwood	25	3	7	7	8
Rawmarsh	13	5	2	-	6
Swinton	9	1	3	1	4
Thrybergh	7	3	2	2	-

Wales	42	22	9	-	11
Wath	31	15	6	1	9
Wickersley	82	43	22	1	16
Wingfield	41	20	9	1	11
Winterhill	18	6	4	1	7
Faith schools					
St Bernard's	51	11	34	-	6
St Pius X	34	7	19	4	4
<b>TOTALS</b>	399	109	117	66	92

**(b) 2022/2023 - Primary Schools**

<b>Primary School</b>	<b>Number of Appeals</b>	<b>Upheld Allowed</b>	<b>Dismissed Refused</b>	<b>Allocated before hearing</b>	<b>Withdrawn</b>
<b>Primary – all years</b>	307	95	82	47	83
<b>Faith Schools</b>	85	20	12	9	44
<b>TOTALS</b>	392	115	94	56	127


**(c) 2023/24 – Appeals received to date**

<b>Schools</b>	<b>Number of Appeals</b>
<b>Primary</b>	252
<b>Faith Primary</b>	33
<b>Secondary (All Schools)</b>	479
<b>TOTALS</b>	764

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**  
**Children and Young People's Services**  
**TERM TIMES - 2025/2026 SCHOOL YEAR**

<b>September (22 days)</b>							<b>October (18 days)</b>							<b>November (20 days)</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
<b>December (15 days)</b>							<b>January (20 days)</b>							<b>February (15 days)</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	
<b>March (20 days)</b>							<b>April (14 days)</b>							<b>May (15 days)</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
<b>June (22 days)</b>							<b>July (14 days)</b>							<b>August</b>						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

 Denotes School Holiday

 Denotes Bank Holiday

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<h1>BRIEFING</h1>	TO:	Local Admissions Forum
	DATE:	1 February 2024
	LEAD OFFICER:	Sarah Whitby <a href="mailto:Sarah.whitby@rotherham.gov.uk">Sarah.whitby@rotherham.gov.uk</a>
	TITLE:	Fair Access Protocol review
<h2>1. Background</h2>		
1.1	Fair Access Protocols exist to ensure that vulnerable children, and those who are having difficulty securing a school place in-year, are allocated a place as quickly as possible. Every local authority must have a Fair Access Protocol in place. Once it is agreed with the majority of schools in its area, all admission authorities must participate in it. The <a href="#">School Admissions Code 2021</a> and associated non-statutory guidance <a href="#">Fair Access Protocols, August 2021</a> , set out the duties of the Local Authority and Admissions Authorities in respect of Fair Access.	
1.2	<a href="#">Rotherham's Fair Access Protocol</a> was revised and agreed in September 2021. There are 2 protocols in place, one for secondary admissions and one for primary. All Rotherham schools participate fully in the Fair Access Protocol with a clear shared understanding of the rationale for placements being made through this route.	
<h2>2. Key Issues</h2>		
2.1	Rotherham's Fair Access Protocol was consulted upon prior to the publication of the associated non statutory guidance outlining the intended operation of Fair Access Protocols. The non statutory guidance clarifies that the appeals process is separate from the FAP and <i>'The fact that an appeal has been lodged for a child is not a reason to delay the FAP process.'</i> The current Protocol in operation in Rotherham requires that, if lodged, an appeal is heard prior to referral to the FAP.	
2.2	The Protocol needs to be reviewed to ensure that best practice of regular review is met, but more importantly to ensure that timely outcomes are secured for vulnerable children in borough who are out of school.	
2.3	The current Protocol provides for a 2 step decision making process, this can mean that children are discussed in multiple forums prior to a final decision being made whilst they remain out of school. Pupils are first discussed at a Pupil Management Group (PMG), comprised of school leaders from a designated local group of schools who can agree to offer a placement at this point. Where agreement cannot be reached a binding decision is made at a further meeting by a Strategic panel, comprised of Local Authority representation and school leaders representing only 3 of the borough's academy trusts.	
2.4	Feedback from some school leaders has questioned the rationale for the decision making process and advocated for a fairer and more transparent route to decision making. Through local conversations it appears that in some instances the PMG is not always meeting local desire and need to work in partnership for all schools, as some schools do not sit alongside their closest neighbours and are in fact some distance from the other schools in their PMG.	

<b>2.5</b>	<p>There are key proposals to consult and agree upon in order to ensure that both PMG and FAP can function effectively for all children and schools in Rotherham. Key issues it is proposed to consult upon in determining a revised Protocol are outlined below:</p> <table border="1"> <tr> <td data-bbox="220 226 443 443">PMG</td><td data-bbox="443 226 1477 443">For PMG to become a local forum focussed on finding solutions for young people who are at risk of exclusion or require a fresh start in a new school via a Managed Move. For this to happen effectively it is necessary to consider and re-establish the geographical boundaries of the PMG groups to ensure they can be highly effective and mutually supportive.</td></tr> <tr> <td data-bbox="220 443 443 595">FAP</td><td data-bbox="443 443 1477 595">For there to be a single point of decision making for children identified as requiring placement through FAP. This will minimise time out of education for children requiring a school place and will make more effective use of time and resource.</td></tr> <tr> <td data-bbox="220 595 443 707">Placement requests</td><td data-bbox="443 595 1477 707">For all placements requests to be supported by relevant information, with a common referral form for placement led by the needs of young people and schools.</td></tr> <tr> <td data-bbox="220 707 443 891">Transparency of decision making</td><td data-bbox="443 707 1477 891">To consider representation at FAP as a single point of decision making. Consultation with schools will determine a preferred model from the LA as a decision maker, maintaining strategic FAP as it currently operates, moving to a model where all schools have representation or one where each trust, or school where they are not part of a MAT, is represented.</td></tr> <tr> <td data-bbox="220 891 443 1077">Equitable decision making</td><td data-bbox="443 891 1477 1077">It is proposed that the Protocol is supported by robust data available at each decision point from the LA, including FAP allocations, numbers of children on roll and number of In Year admissions. This is available as schools communicate this information to RMBC already via electronic transfer.</td></tr> <tr> <td data-bbox="220 1077 443 1263">Interface with the appeals process</td><td data-bbox="443 1077 1477 1263">For the Protocol to be reviewed in line with DfE guidance to ensure that, following an unsuccessful application, children are referred to FAP and a school place identified, without any expectation that parents make further applications or exercise their right of appeal (although they maintain a right to do so should they wish).</td></tr> <tr> <td data-bbox="220 1263 443 1375">Timeliness</td><td data-bbox="443 1263 1477 1375">Move to a cycle of 3 weekly meetings in order that the requirement to identify a school place within 20 days for all children referred to FAP is met.</td></tr> </table>	PMG	For PMG to become a local forum focussed on finding solutions for young people who are at risk of exclusion or require a fresh start in a new school via a Managed Move. For this to happen effectively it is necessary to consider and re-establish the geographical boundaries of the PMG groups to ensure they can be highly effective and mutually supportive.	FAP	For there to be a single point of decision making for children identified as requiring placement through FAP. This will minimise time out of education for children requiring a school place and will make more effective use of time and resource.	Placement requests	For all placements requests to be supported by relevant information, with a common referral form for placement led by the needs of young people and schools.	Transparency of decision making	To consider representation at FAP as a single point of decision making. Consultation with schools will determine a preferred model from the LA as a decision maker, maintaining strategic FAP as it currently operates, moving to a model where all schools have representation or one where each trust, or school where they are not part of a MAT, is represented.	Equitable decision making	It is proposed that the Protocol is supported by robust data available at each decision point from the LA, including FAP allocations, numbers of children on roll and number of In Year admissions. This is available as schools communicate this information to RMBC already via electronic transfer.	Interface with the appeals process	For the Protocol to be reviewed in line with DfE guidance to ensure that, following an unsuccessful application, children are referred to FAP and a school place identified, without any expectation that parents make further applications or exercise their right of appeal (although they maintain a right to do so should they wish).	Timeliness	Move to a cycle of 3 weekly meetings in order that the requirement to identify a school place within 20 days for all children referred to FAP is met.
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### 3. Key Actions and Timelines

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### 4. Recommendations

<b>4.1</b>	That LAF agree to a formal review of the Fair Access Protocol with associated consultation as outlined in this briefing paper.
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<b>4.2</b>	That LAF agree, as the designated decision maker, to receive the final revised Protocol for ratification at the meeting on 13 June 2024.
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