

Public Document Pack

LOCAL ADMISSIONS FORUM

Venue: Town Hall, Moorgate
Street, ROTHERHAM.

Date: Thursday, 13 May 2004

Time: 9.30 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested, in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies
4. Minutes of previous meeting held on 1st April, 2004 (herewith). (Pages 1 - 6)
5. Matters Arising
6. Admission to Secondary School 2005/06 - Draft Booklet (herewith). (Pages 7 - 74)
7. Date and Time of Next Meeting

ADMISSIONS FORUM
1st April, 2004

Present:-

Councillor F. Hodgkiss	LEA – Rotherham MBC – IN THE CHAIR
Councillor T. Sharman	LEA – Rotherham MBC
Mr. M. Robertson	(Church of England)
Mr. B. Sampson	(Church of England)
Mrs. G. Atkin	(Church of England)
Mrs. I. Hartley	(Community and Voluntary Controlled Schools)
Mr. F. Hedge	Community Representative
Carmel O'Toole	Press Officer
Mr. M. Harrop	Rotherham MBC
Ms. M. Jordan	Rotherham MBC
Mr. D. Hill	Rotherham MBC
Mrs. S. Green	Rotherham MBC
Mr. T. Minett	Rotherham MBC

1. APOLOGIES

Apologies for absence were received from Mr. P. Storey, Mr. G. Lancashire, Mrs. P. Powell and Councillors Boyes, Austen and Rushforth.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on the 27th November, 2003 were accepted as a true record, subject to the following amendment:-

1. List of those present – Mr. M. Robinson should read Robertson.
2. Clarification on Minute No. 11 (as detailed in Minute No. 3 – Matters Arising).

3. MATTERS ARISING

Asylum Seekers Entering Secondary Schools

Councillor Sharman, in his capacity as Chairman of the Asylum Seekers Working Party, explained that the term “vast increase” when referring to asylum seeker children entering Rotherham Schools, was incorrect.

David Hill, Manager, School Organisation Planning and Development, gave a verbal report on the situation. Numbers coming into schools in 2002/03 was 29. Secondary applications for 2003/04 had totalled 23 and so far this year there had been 20 admissions.

Of the 20 admissions to secondary schools this year, the spread had been across a number of secondary schools and no school has taken more than 3 pupils.

Therefore numbers had been very small and comments by Head Teachers about pupils entering the system had been very positive.

4. MINUTES OF THE SCHOOL ORGANISATION COMMITTEE HELD ON 5th FEBRUARY, 2004.

The minutes of the meeting of the School Organisation Committee held on 5th February, 2004 were accepted as a true record.

5. CO-ORDINATED ADMISSION ARRANGEMENTS 2005/06

Consideration was given to the final report on the consultation exercise to determine the schemes for co-ordinating admissions to both Primary and Secondary schools in 2005/06 onwards.

The final date for determination is 15th April, 2004.

It had not been compulsory to determine a Primary scheme for 2005/06 but all South Yorkshire Local Authorities had decided to do so.

Both schemes would work towards the position of giving one offer of a school place only, but this would not be achieved in all cases until full inter-LEA co-ordination arrangements were in place, which the Government was progressing towards.

The following factors were referred to:-

Primary

Applying for a Primary School Place – Scheme applies to all schools in Rotherham and children apply as part of this scheme irrespective of where they live.

The offer of a Primary School Place – Parent(s)/carer(s) will receive a single offer of a place for admission to a Rotherham Primary School by the closing date.

Additional Information required by Voluntary Aided schools – In addition to the common application form, each voluntary aided school in the area will require their own supporting information to be provided on a separate form which all applicants will be required to complete.

Annex 1 - Timetable for Co-ordinated Admissions Arrangements – The final date (waiting list ceases) had been extended to 31st October, 2005.

Annex 2 – Explains the process that, for community and controlled schools, ranked preferences will be treated equally and that ranking will only be used to determine the single offer of a place. (The situation will be different for voluntary-aided schools where the ranking of the preference will be a determining factor).

In terms of the single offer – if there is only one potential offer that can be made, that will be the offer given. If there is more than one potential offer, it will be the highest ranked.

Annex 3 – Lists all other Admission Authorities within the Co-ordinated Scheme.

Secondary

Applying for a Secondary School Place – this was slightly different to the Primary scheme in that parents have to apply to the home LEA.

There is a national offer date – 1st March, 2005 which applies to secondary school places.

Annex 1 – Timetable for Co-ordinated Admissions Arrangements for secondary Schools.

Annex 2 – The important issue is that the parent/carer of a child resident in Rotherham will receive only one offer of a place at any maintained secondary school in South Yorkshire (i.e. everyone that has applied by the closing date).

Annex 3 – Lists all other Admission Authorities within the co-ordinated scheme.

Resolved:- That the Co-ordinated Admission Arrangements 2005/06 be agreed and welcomed as a good working model, as discussed.

6. ADMISSION TO SCHOOLS 2005/06 – CONSULTATION

Consideration was given to a report on the annual consultation exercise on admission numbers and admissions criteria for Rotherham schools.

It was pointed out that annual consultation must be carried out with schools (including voluntary aided governing bodies acting as admission authorities) and other LEAs, before admission arrangements can be determined.

The consultation period ended on 1st March, 2004 and determinations must be made by 15th April, 2004.

Admissions Policy and Criteria for Voluntary-Aided Schools – Additional information was also circulated relating to Admissions Policy and Criteria for Voluntary-Aided Schools.

Admissions Criteria for community and controlled schools – 2005/06 – Full details of the criteria relating to Primary Reception, Y3 and Y7 were contained in the report at Annex 1. It was now clearer that those with a statement of Special Educational Needs and those in Public Care had the highest priority.

It was also made clear within the criteria that for community and controlled schools the LEA, as the admission authority, would be using an equal preference system and the ranking of preferences would only come into play when more than one potential offer could be made.

Planned Admission Numbers – There were a small number of Schools where Governing Bodies had been asked to look more closely at the PAN – mainly schools who had had a higher number in the past and could have come to a slightly lower number, which would be more appropriate bearing in mind the net capacity of the school and in terms of class sizes.

In all of those cases there was no reason why the governors preferred admission number cannot be agreed for 2005/06.

Feedback has been received from 3 other schools in relation to the proposed numbers. These are detailed in Annex 2 – Thurcroft Infant School – Clifton Comprehensive and Wingfield Comprehensive Schools.

Voluntary Aided Schools – The LEA has sought to facilitate the consultation process via its intranet site, but the response had been disappointing.

The meeting discussed the circumstances of Aston CE school, in particular, and the “place request form”. Reference was made to DfES guidance which said that the timing of any application form should have no bearing on whether a place was allocated or not. Most Governing Bodies are using a tie breaker as being the distance factor.

One member referred to a recent Ombudsman report on a similar challenge by parents on waiting list criteria.

Malcolm Robertson wished to record his thanks to the LEA for the hard work in compiling both the Admissions Policies which he felt had been an excellent exercise.

Resolved:- (1) That the admission numbers contained within Annex 1, but amended at certain schools as indicated in Annex 2, be agreed for 2005/06.

(2) That the admissions criteria for community and controlled schools as shown at Annex 1 be agreed for 2005/06.

(3) That the appropriate notice be published in respect of the proposed admission numbers for Clifton Comprehensive, Dinnington Primary, Ferham Primary, Thornhill Primary, Thurcroft Junior School, Maltby Craggs Infant and Maltby Craggs Junior Schools.

(4) That the Secretary of the Admissions Forum write to the Governing Body of Aston CE school outlining some of the points raised in the discussion and pointing out that the use of the 'place request form' could lead to challenge by parents.

7. LETTER FROM POPE PIUS X CATHOLIC HIGH SCHOOL – SCHOOL ADMISSION ARRANGEMENTS 2005/2006

Consideration was given to a letter from Pope Pius X Catholic High School on a request by the Governing Body to limit admission numbers to a new maximum of 120.

However, since the letter had been written, the Governing Body had decided to adhere to their current number of 130.

8. ADMISSION OF PUPILS TO SCHOOLS – WORKING GROUP

Consideration was given to a report of the Working Group on the Admission to Schools of Pupils presenting with Behavioural and related difficulties.

The report also set out the following issues:-

- The admission of children in public care
- Request from parents for an "in school" transfer where the pupil is at serious risk of exclusion
- The admission of KS4 pupils moving into the borough with difficult educational histories
- Working together to reduce the number of secondary exclusions

Part of the Forum's role was to consider protocols for dealing with a range of difficult admission issues.

The following Issue was raised and discussed as follows:-

- Number of Secondary School Exclusions

Within the spirit of the DfES Code of Practice, the LEA was presently working towards reducing the numbers and supporting pupils as much as possible within schools. A "managed move" system had been introduced in order to intervene in situations where a pupil is in need of support. This was a temporary transfer of a pupil to an alternative secondary school, as arranged by both Head Teachers and with the full agreement of parents/carers, which would give a child another start in a new school without taking the route of permanent exclusion. The pupil would remain on the roll of the home school but be educated at the other school for a minimum of ten school weeks. If this was unsuccessful, the child would return to the home school. (Appendix 1 of the report referred to a checklist of interventions needing to be evidenced before a managed move should be considered).

Attention was also drawn to the challenge element in an appeal situation where a school was full and had accepted an additional pupil from another school on a “managed move”.

Agreed:- (1) That the report of the Working Group on the admission to schools of pupils presenting with behavioural and related difficulties be received and supported.

(2) That a further report be submitted to a future meeting on the “managed move” initiative in order that the Forum could monitor the position.

9. DATE OF NEXT MEETING

This was agreed for Thursday, 13th May, 2004 at 9.30 a.m. in view of the need to consider the content of the Primary and Secondary Admission Booklets 2005/2006.

SG/
G:tdrive
AdmissionsForum 010404

ADMISSION TO SECONDARY SCHOOL

2005/2006

DRAFT - MAY 2004

IMPORTANT INFORMATION

- This Booklet relates to all children born on or between 1st September 1993 and 31st August 1994.
- **There are important changes to the admissions process.** These changes together with the Common Application Form and Additional Information Forms are contained within this booklet

YOU ARE STRONGLY ADVISED TO READ THIS BOOKLET CAREFULLY AND TO KEEP IT FOR FUTURE REFERENCE, AS YOU MAY NEED TO REFER BACK TO IT AT A LATER STAGE.

- The information contained in this booklet was compiled in the period within three months of its publication.

This booklet has been made available at least six weeks before the date by which parents may exercise their right to express preferences for schools for the year to which the information relates.

The information on the Authority's policies and procedures referred to in this booklet is correct at the time of publication. It should not be assumed, however, that there will be no change before the start of or during the school year to which the information relates or in relation to subsequent school years.

ADMISSIONS TEAM

Education, Culture and Leisure Services
Norfolk House
Walker Place
ROTHERHAM
S65 1AS
Telephone: (01709) 822552, 822508
Email: admissions.enquiries@rotherham.gov.uk
Fax: (01709) 372056

Mr. A. Bedford
Acting Executive Director for
Education, Culture and Leisure Services.

CONTENTS

SECTION 1 *Rotherham's Admission Arrangements*

SECTION 2 *Explanation of Co-ordinated Admission Arrangements*

SECTION 3 *Terminology*

SECTION 4 *Frequently Asked Questions*

SECTION 5 *Information on All Schools*

- Categories of Schools
- Special Education Needs
- Sixth Form Provision
- The Role of the Head Teacher in School Admissions
- Home-School Agreements
- Admission to Independent Schools
- List of Schools
- Rotherham Area Map

SECTION 6 *Selecting School*

- Early Admission to Secondary School
- Which School?
- School Prospectus
- Visiting a School
- Catchment Areas
- Considering your preferences

SECTION 7 *Eligibility for a School Place*

- Rotherham Schools
- Admission Arrangements for Voluntary Aided Secondary Schools in Rotherham
- Admission Arrangements for St. Bernard's and Pope Pius X Catholic High Schools
- Additional Information required by Voluntary Aided Schools

SECTION 8 *Making an Application for a School Place*

- Procedure for applying for a school place for Rotherham residents
- What to do next
- What to do if you change your mind about the preference(s) you have made

- Parents resident outside Rotherham but wishing to apply for a Rotherham School
- Fraudulent Applications
- Repeat Applications
- On-Line Applications
- Notes to help you complete the Common Application Form
- Common Application Form for Entry to Secondary School 2005/06
- Additional Information form for a place in a Catholic Secondary School
- Additional Information to Make an Application for a Church of England Aided School
- Minister of Religion Referral Form
- Best Value Survey

SECTION 9 *How Will Your Application be Processed*

- Rotherham Schools
- Schools in Rotherham and/or Barnsley, Doncaster or Sheffield
- Late Applications
- What happens if your child is not eligible for a place
- Notice of Appeal

SECTION 10 *Waiting Lists for Oversubscribed Schools*

- Rotherham Schools
- Schools in Barnsley, Doncaster and/or Sheffield

SECTION 11 *Transfers during the School Year*

- Children in Public Care
- Timing of admissions, including transfers
- Children who have been permanently excluded from a school
- Managed Moves

SECTION 12 *Appeals for Admission to School*

- Explaining the reason for not offering you a place at the school
- Appeals Procedure
- General Information on Appeals

SECTION 13 *Contacts*

SECTION 14 *Additional Information*

SECTION 15 *Pupil and Student Transport Policy*

ROTHERHAM'S ADMISSION ARRANGEMENTS

The Government has introduced new legislation which has resulted in us having to make changes and introduce new methods for the way in which we operate the procedure for admission to school for all Rotherham residents.

The changes we are introducing are to make school admissions fairer for all parents* and to improve the admission processes that parents often find stressful. Our aim is more co-ordination and co-operation between the Authority**, the governing bodies of voluntary aided schools and neighbouring local education authorities, to produce an admissions system which is streamlined and reduces the numbers of application forms parents have to complete where they apply for more than one school.

In the first year of introducing these changes in 2005/2006 we shall be co-ordinating our admission arrangements with all other local education authorities, but particularly those in South Yorkshire (Sheffield, Barnsley and Doncaster).

It will mean that every parent resident in Rotherham who has applied for a school place in any area of South Yorkshire will receive a single offer of a secondary school place on the same day from the Authority.

You may have been through the secondary admissions procedure before, but just like parents applying for a place for the first time, you will find the arrangements to be completely new.

Key feature of the changes are: -

- A common application form for all secondary schools;
- All applications to be processed by the Admissions Team including those for St Bernard's and Pope Pius X Catholic High Schools and those schools in other South Yorkshire Local Education Authorities (LEAs).
- Parents to receive a single offer of a school place in South Yorkshire;
- All offers of a school place made by the LEA;
- All offers of a school place to be sent to parents on the same day.

* *All references to 'parents' also refers to carers/guardians*

** *All references to 'the Authority' relates to Rotherham Education Authority.*

This booklet contains information, which describes the process in more detail, and you are *strongly advised* to read the booklet before you apply for your three secondary schools

There are a number of technical terms, which we have to use in the admissions process that may not be easy to understand. Explanations of these are given in Section 3.

The new admission arrangements follow a five-step process

- Step One** A parent expresses preferences for any three secondary schools
- Step Two** The appropriate admission authority to determine whether or not the child is eligible for admission to each school. If the governing body of a voluntary aided school or any other Local Education Authority (for schools outside this Authority) are responsible for admissions they will determine who is eligible and inform the Authority.
- Step Three** A child could be eligible for admission to more than one school. For each school where the child is eligible for admission there is a potential offer of a place.
- Step Four** The school at which a place will be offered will depend upon the order the schools are ranked on the common application form and whether there is a potential offer of a place.
- Step Five** The parent receives a written offer of a school place from Rotherham Education Authority.

EXPLANATION OF CO-ORDINATED ADMISSION ARRANGEMENTS

The co-ordinated scheme for admission to secondary school is a new method to enable you to apply for any three secondary schools and to receive a single offer of a school place where your child is eligible.

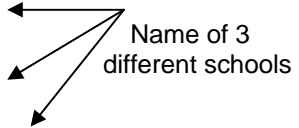
You will only have to complete one common application form in order to apply for a place at any three secondary schools in Rotherham, and/or outside Rotherham, including the voluntary aided schools.

You must hand in your form by **24th October, 2004** and you will receive a single offer of a school place on 1st March, 2005, **(though not necessarily one of the three named schools)**.

This is how the co-ordinated scheme works

1. You decide, from all the schools, which three schools you would prefer your child to attend.
2. Having decided on your three schools you have to state which is your first, second and third preference. In other words, you have to decide the order in which you rank your preferences.
3. You will need to write your three preferred schools on the common application form, taking care to ensure that they are ranked in order.

1 st preference school	School A
2 nd preference school	School B
3 rd preference school	School C



For each of the three schools you put on the common application form there is a space to allow you to state your reasons for wanting your child to attend that particular school on the back of the form. Please continue on a separate sheet if necessary.

4. The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on the common application form.

If there is a place available for your child at a school then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. As you have stated three schools on the common application form your child could be eligible for admission to one, two or three schools.

Section 7 explains how it is determined whether your child is eligible for admission at a secondary school.

5. The outcome of your application will be one of the following eight possibilities:

Preferred Schools in rank order		Possible Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P			P	P	P		
2 nd	School B	P	P		P			P	
3 rd	School C	P	P	P		P			

- Key**

P

 Place available – your child is eligible for admission which creates a potential offer.
- | |
|--|
| |
|--|

 School oversubscribed – your child is not eligible for admission based on priority of admission criteria.

Each of the eight outcomes show whether or not a child was eligible for admission at a school and which highest ranked school could be offered to the parent. Each of the eight outcomes is explained below.

1. In this instance the child is eligible for admission to all three schools. The highest ranked school is School A so the single offer of a school place will be made for School A.

Preferred Schools in rank order on the common application form		
1 st	School A	Place available
2 nd	School B	Place available
3 rd	School C	Place available

2. In this instance the child is eligible for admission to schools B and C. The child is not eligible for admission to School A, therefore the single offer of a place will be the highest ranked school which is School B.

Preferred Schools in rank order on the common application form		
1 st	School A	
2 nd	School B	Place available
3 rd	School C	Place available

3. In this instance the child is only eligible for admission to School C, therefore this is the school for which the parent will receive the single offer of a school place.

Preferred Schools in rank order on the common application form		
1 st	School A	
2 nd	School B	
3 rd	School C	Place available

4. In this instance the child is eligible for admission to the two highest ranked schools. The highest ranked school is School A for which the parent will receive the single offer of a place.

Preferred Schools in rank order on the common application form		
1 st	School A	Place available
2 nd	School B	Place available
3 rd	School C	

5. In this instance the child is eligible for admission to Schools A and C. The highest ranked school is School A for which the parent will receive the single offer of a place.

Preferred Schools in rank order on the common application form		
1 st	School A	Place available
2 nd	School B	
3 rd	School C	Place available

6. In this instance the child is only eligible for admission to the highest ranked school which is School A. The parent will receive the single offer of a place at this school.

Preferred Schools in rank order on the common application form		
1 st	School A	Place available
2 nd	School B	
3 rd	School C	

In outcomes 1, 4, 5 and 6 the child was eligible for admission to the highest ranked schools so it did not matter whether or not they were eligible for a lower ranked school.

7. In this instance the highest ranked school for which the child is eligible for admission is School B. The parent will receive the single offer of a place at School B.

Preferred Schools in rank order on the common application form		
1 st	School A	
2 nd	School B	Place available
3 rd	School C	

8. Unfortunately, in some circumstances your child might not be eligible for admission at any of the three schools you have named.

Your child is not eligible for admission to any of the three schools. In this instance where no single offer of a place can be made for any of the preferences on the common application form, a place will be allocated to the child at the catchment school, if places available, or nearest community school in Rotherham with places available.

Preferred Schools in rank order on the common application form		
1 st	School A	
2 nd	School B	
3 rd	School C	

This only applies to Rotherham residents and this allocation of a place will not be made to residents in other local education authorities.

It is important to note that Rotherham Authority will be operating an 'equal preference' system in relation to all preferences for community schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference you will be higher up the list for

that school than someone who lives outside the catchment area (who does not satisfy a higher ranked criteria than distance) even if that is their 1st or 2nd preference.

How will applications for other schools be treated?

For non-community schools (church voluntary aided or foundation schools) it is the Governing Bodies who are the admission authority and they make decisions on eligibility for potential offers. For these schools the ranking of the preference may influence whether a place is available or not. (For St Bernard's and Pope Pius see Section 7).

TERMINOLOGY

Additional Information Form

This is information that a voluntary aided school requires about a child's/family's affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Admission Appeal

Where a parent is not offered a place at a school for which they have expressed a preference, they have a legal right for their preference to be further considered by an independent panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by an admissions authority in order to process applications for admission to school. Admission arrangements will determine whether a child is eligible for admission to school.

Admission Authority

The body responsible for determining the admissions arrangements for a school. This can be the local education authority or the governing body of a school for some schools.

Admission Criteria

The rules, which govern who, should and should not be offered a place at an oversubscribed school.

Admission Limit

A higher number of pupils above the admission number in any relevant age group intended to be admitted in any school year as determined by an admission authority. An admission limit cannot be lower than the admission number for a school.

Admission Number

The number of pupils in any relevant age group intended to be admitted in any school year as determined by an admission authority. The admission number is calculated by dividing the net capacity by the number of year groups.

Admission Round

The procedure, arrangements and timetable whereby parents have to submit their common application form for admission to school in order to receive the single offer of a school place from the Authority on the offer day.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a School Place

This is where the single offer of a place at a school is accepted by the parent and therefore the child's name is placed on the list of admissions to that school.

Common Application Form

The form to be used by parents on which they are required to express preferences for schools and give reasons for those preferences. It is referred to as common because it allows parents to name schools of different admission authorities.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

Eligible for Admission

This is where a child can be offered a place at a school either because:-

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

Home Authority

The local education authority in which the parent resides.

Maintaining Authority

The local education authority within whose area a school is situated and for which they are responsible.

Net Capacity

The net capacity of a school is the total number of pupil places available.

Notice of Appeal

The form to be completed by the parent and submitted to the Appeal Clerk to request an independent appeal for a school at which they have not been offered a place.

Offer Day

The single day in each year in which an authority's single offer of a secondary school place is communicated to parents within the co-ordinated scheme. For admission to secondary school the day is prescribed in Regulations as 1st March and for the 2005 – 2006 school year will be known as National offer day.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the admission number.

Preference

The legislation requires that parents must indicate to the admission authority those schools they would wish their child to attend above all others.

Potential Offer of a School Place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Ranking

The order in which parents have to list their three preferences on the common application form to enable the Authority to determine the single offer of a school place.

Relevant Year

The year group into which pupils are admitted as an outcome of the admissions round. The children will be of the same age group ie those born between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception (Infant & Primary)	2005-2006	1 – 9 - 2000 to 31 – 8 - 2001
Year 3 (Junior)	2005-2006	1 – 9 - 1997 to 31 – 8 - 1998
Year 7 (Secondary)	2005-2006	1 – 9 - 1993 to 31 – 8 - 1994

Single Offer of a School Place

The one offer for a place at a school which is made to a parent from the potential offers available based on the ranking of the preference expressed.

Transfer

The movement from one school to another which is outside of the initial admissions process for the relevant year groups and for all other year groups.

FREQUENTLY ASKED QUESTIONS

Here are some of the more frequently asked questions with a brief answer. A more detailed answer can be found within the different sections of this booklet the appropriate section numbers are identified in the right hand column).

QUESTION

ANSWER

I live in Rotherham, how do I apply for a secondary school place?

Complete the Common Application Form which is included in this booklet. The schools named can be within and outside Rotherham. Return your completed form to the Admissions Team in Rotherham in the pre-paid envelope provided.

I do not live in Rotherham how do I apply for a Secondary school place?

Contact your local education authority to obtain a copy of their admission to secondary school booklet which will include the common application form for that Authority. Follow the instructions on where to return your form. Do not return the form to Rotherham.

How many schools can I apply for?

You can apply for up to three schools on the common application form.

How do I complete the common application form?

Once you have decided on your three schools enter these schools in order of first, second and third preference, into the relevant boxes on the form.

Can I apply for just one school?

Yes you can, BUT it is strongly recommended that you apply for up to three schools. Naming one school only or writing the same school three times will not increase your chances of securing a place at that school.

What if I want to apply for a voluntary aided Church of England or Catholic High school in South Yorkshire?

Simply name your preferred Voluntary Aided School(s) as one of your three preferences on the common application form.

You should also complete the additional information form which is included in this booklet and provide any supporting information towards your application required by the relevant school(s). Please contact the Head Teacher of the school concerned to check what additional information may be required.) Both forms and supporting documents should be securely attached together and returned to Admissions

Cont....

Team in Rotherham in the pre-paid envelope provided.

It is your responsibility to ensure that all relevant documentation is completed and returned.

What if I miss the closing date for submitting my common application form or move into the area after the closing date?

You must submit your completed common application form by 24th October 2004.

However, all applications received up to and including 30th November 2004 will be considered as having been received on time. Any forms received after this date will be considered as late applications.

The above will apply to anyone who has moved into the Rotherham area as well as existing residents who have failed to return their common application form by the required date.

I live in Rotherham, what happens if I don't complete the Rotherham common application form?

You will not be offered a school place in Rotherham on 1st March 2005 if the Admissions Team has not received an application form from you by 30th November 2004.

You are advised to read "Late Applications" in Section 9 of this booklet for more information on how late applications will be processed.

Can I change my mind after I have sent my common application form in?

Yes, but what you need to do will depend on whether you change your mind before or after the dates specified above.

When do you apply the oversubscription criteria and what are they for Rotherham schools?

The oversubscription criteria are applied when the number of applications exceeds the admission number for the school

Please refer to Section 7 of this booklet for further details.

How is it decided that the year group is full?

When the number of places offered reaches the admission number. A full list of admission numbers can be found on pages ?? to ??

What happens if you cannot offer a place at any of my preferred schools?

If your child lives in Rotherham you will initially be offered a right of appeal and the opportunity to make an application for an alternative school(s). You will also be offered a place at your catchment area school (if places are available) or next nearest community school in Rotherham with available places.

Can I go on a waiting list for the school(s) where I wasn't offered a place?

Yes. Your child's name will automatically be placed on the appropriate waiting list for any school for which a place is refused and where you have been offered a lower ranked school. For further details see Section 10.

How do I make an appeal?

You will be sent a copy of the appeals information and form with your refusal letter. You should complete the Appeal Form and return it to the address stated on the form.

What if my appeal fails?

The decision of the Independent Appeal Panel is binding on the Admissions Authority.

If you consider that the Authority/and or Governing Body of an Aided School have not carried out their statutory duties, or have acted unreasonably in the performance of their duties, you may make a complaint to the Secretary of State.

INFORMATION ON ALL SCHOOLS

Before you decide which schools you would like to apply for it is important that you understand the different categories of schools, which are available within the Rotherham area.

All the secondary schools in Rotherham are co-educational day schools and have a comprehensive entry; this means there is no selection for places on the basis of ability or aptitude. There are 12 community secondary schools and 2 voluntary aided Catholic high schools.

List of Schools

In this Section you will find a list of all secondary schools within the Rotherham area. This list indicates which schools are community and which are voluntary aided.

Categories of Schools

Community This is a state school administered and financed by the local education authority. Admission into the school is the responsibility of the Authority.

Voluntary Aided This is a school established by a voluntary organisation and jointly maintained with the local education authority. In Rotherham the voluntary organisation involved is the Catholic Church. Admission into the school is the responsibility of the school governing body and not the Authority, although it is the Authority who will make the offer of a place on behalf of the Governing Body.

Special Educational Needs

Most children can cope well in their secondary school. Some children will be given help by the Special Educational Needs Department at their school; the Educational Psychology Service can give other support and advice to parents and the school. Parents should always make the school aware of any concerns that they may have.

Parents of children who have a Statement of Special Educational Needs will be able to make a preference for a school under the process of Annual Review. Once a particular school is agreed and named in a Statement the child will be given a place in that school.

If your child is in the process of being issued with a statement at the time of the allocation process for secondary schools you may receive a letter informing you that a decision will be made at a later date as part of the statementing process.

If you have any queries about the statementing process, and the school to be named on the statement, you should contact the Special Needs Section on 01709 382121 extension 2660.

Copies of the booklet 'Special Educational Needs; a Guide for Parents and Guardians' are also available from the Department for Education & Skills or by contacting the Special Needs Section on 01709 382121 extension 2660

Sixth Form Provision

The secondary schools in the Authority, which have sixth form provision (16-19yrs) are;-

Aston Comprehensive School, A Specialist School in Maths and Computing
Brinsworth Comprehensive School
Dinnington Comprehensive School
Maltby Comprehensive School
Swinton Community School, A Maths and Computing College
Wales High School
Wath Comprehensive, A Language College
Wickersley School and Sports College

The admissions policy and arrangements for the sixth form are the responsibility of the governing body and not the Local Education Authority. Parents who wish their child to attend a sixth form at the end of Year 11 should contact the school(s) directly for further information and advice.

The Role of the Head Teacher in School Admissions

Head Teachers have no individual role in school admissions. In community schools the Education Authority is the admissions authority and therefore only the Education Authority can make an offer for a place at the school and not the Head Teacher.

In voluntary aided schools the governing body is the admissions authority and they will determine whether a place can be potentially offered to the parent. The Authority on behalf of the governing body will make this offer.

Home-School Agreements

All state schools are required to have written home-school agreements, drawn up in consultation with parents. They are non-binding statements explaining the school's aims and values, the responsibilities of both school and parents, and what the school expects of its pupils. Parents will be invited to sign a parental declaration, indicating that they understand and accept the contents of the agreement.

The legislation requires governing bodies to adopt home-school agreements however admission authorities (and schools) are prohibited from inviting a signature of agreement from a parent before their child can be admitted to school, or making signature a condition of admission, or making any admission decision by reference to whether a signature is likely. Therefore admission to a school is not conditional on a parent agreeing to sign a home-school agreement.

Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.

School, Age Range & Category	Contact Details	Headteacher	Admission Number (only applies to Year 7)	Net Capacity Assessment 2005/2006	Projected Number on Roll 2005/2006
Aston Comprehensive A Specialist School in Maths & Computing 11-19 Community	Aughton Road Swallownest Sheffield S31 0TF Tel: 0114 287 2171 aston.comprehensive@rotherham.gov.uk	Mrs. E. Newton (wef 1.9.04)		1833	1854
Brinsworth Comprehensive 11-19 Community	Brinsworth Road Brinsworth Rotherham S60 5EJ Tel: 01709 828383 brinsworth.comprehensive@rotherham.gov.uk	Mr M Gray		1487	1485
Clifton Comprehensive** 11-16 Community	Middle Lane Rotherham S65 2SN Tel: 01709 515005 clifton.comprehensive@rotherham.gov.uk	Mr P Marshall		1250	1324
Dinnington Comprehensive 11-19 Community	Doe Quarry Lane, Dinnington Sheffield S31 7HN Tel: 01909 550066 dinnington.comprehensive@rotherham.gov.uk	Mrs J Nicholson		1444	1471
Maltby Comprehensive 11-19 Community	Braithwell Road Maltby Rotherham S66 8AB Tel: 01709 812864 maltby.comprehensive@rotherham.gov.uk	Mrs J Lloyd		1639	1417
Oakwood Technology College 11-16 Community	Moorgate Road Rotherham S60 2UE Tel: 01709 512222 oakwood.comprehensive@rotherham.gov.uk	Mrs J Charters		1050	1063
Pope Pius X Catholic High 11-16 Voluntary Aided	Wath Wood Road Wath upon Dearne Rotherham S63 7PQ Tel: 01709 767900 pope-pius.comprehensive@rotherham.gov.uk	Mrs A Winfield		650	699
Rawmarsh School, A Sports College 11-16 Community	Monkwood Road Rawmarsh Rotherham S62 7ET Tel: 01709 710672 rawmarsh.comprehensive@rotherham.gov.uk	Mr J Lambert		1088	1172

	m.gov.uk				
St Bernard's Catholic High 11-16 Voluntary Aided	Herringthorpe Valley Road Rotherham S65 3BE Tel: 01709 828183 st.bernard's-rc.comprehensive@rotherham.gov.uk	Mrs. Newton (until 31.8.04 – new H/T to be appointed)		664	655
Swinton Community School, A Maths & Computing College 11-19 Community	East Avenue Swinton Mexborough S64 8JW Tel: 01709 570586 swinton.comprehensive@rotherham.gov.uk	Mr D Shevill		1363	1141
Thrybergh Comprehensive 11-16 Community	Aaron Hill Park Lane Thrybergh Rotherham S65 4BJ Tel: 01709 850471 thrybergh.comprehensive@rotherham.gov.uk	Mrs S M Marshall		704	629
Wales High 11-19 Community	Storth Lane Kiveton Park Sheffield S26 5QQ Tel: 01909 771291 wales.comprehensive@rotherham.gov.uk	Mr L Morton		1520	1550
Wath Comprehensive, A Language College 11-19 Community	Sandygate Wath upon Dearne Rotherham S63 7NW Tel: 01709 760222 wath.comprehensive@rotherham.gov.uk	Mrs. P. Ward		1750	1773
Wickersley School & Sports College 11-19 Community	Bawtry Road Wickersley Rotherham S66 0JL Tel: 01709 542147 Wickersley.comprehensive@rotherham.gov.uk	Mr D J Hudson		1725	1836
Wingfield Comprehensive 11-16 Community	Wingfield Estate Rotherham S61 4AU Tel: 01709 513002 wingfield.comprehensive@rotherham.gov.uk	Miss P Dodgshon		850	834
Winterhill * School 11-16 Community	High Street Kimberworth Rotherham S61 2BD Tel: 01709 740232 old-hall.comprehensive@rotherham.gov.uk	Mr W A Bainbridge		1600*	1744

* **Winterhill School**

1600 will be the eventual capacity of the school following rebuild. There is likely to be some retention of temporary capacity for 2005/06 to cater for those who will be on roll.

** **Clifton Comprehensive**

Clifton is one of the schools included in Rotherham's PFI scheme. It currently occupies two sites, but will largely be consolidated on one site, Middle Lane, through new build, with only PE/Performing Arts remaining on the Cranworth Road site. In 2005, the admission number based on the capacity of the new build/refurbished school will be 250.

The school previously had a standard number of 258 and the average number on roll in each year group in 2003/04 is 257 pupils.

To assist you in making your decision, information on applications for each school, which were received by the allocation date, (the relevant date for the last academic year) is given below. This is intended as a guide and does not take into account any subsequent applications or successful appeals. As co-ordinated admission arrangements were not in place at this time and the L.E.A. operated a first preference first system, this will effect the number of preferences received for each school.

Although, this information may have no bearing on what might happen in 2005, parents may wish to consider this information when expressing their preferences.

Aston Comprehensive, A Specialist School in Maths and Computing

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area, siblings and feeder category, the remaining 40 places were allocated to children who lived nearest to the school. 34 applications were refused. All second and third preferences were refused.

Brinsworth Comprehensive School

This school was oversubscribed in 2004. At the time of allocation, all first and second preferences were approved. All third preferences were refused.

Clifton Comprehensive School

This school was oversubscribed in 2004. At the time of allocation, all first preferences, were approved. With regard to second preferences, after preferences were agreed for

children living within the catchment area the school had reached the admission number. Three applications which were second preferences within the distance criterion, were refused. All third preferences were refused.

Dinnington Comprehensive School

In 2004, at the time of allocation, this school was able to offer places to all its applicants.

Maltby Comprehensive School

In 2004, at the time of allocation, this school was able to offer places to all its applicants.

Oakwood Technology College

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area and siblings, there were no places remaining to allocate. 42 first preference applications were refused. All second and third preferences were refused.

Pope Pius X Catholic High School

This school was oversubscribed in 2004. For further details please contact the Head Teacher.

Rawmarsh School, A Sports College

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area and siblings, there were no places the remaining to allocate. 4 first preference applications were refused. All second and third preferences were refused.

St. Bernard's Catholic High School

This school was oversubscribed in 2004. For further details please contact the Head Teacher.

Swinton Community School, A Maths & Computing College

In 2004, at the time of allocation, this school was able to offer places to all its applicants.

Thrybergh Comprehensive School

In 2004, at the time of allocation, this school was able to offer places to all its applicants.

Wales High School

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area, siblings and feeder category, the remaining 15 places were allocated to children who

lived nearest to the school. 4 applications were refused. All second and third preferences were refused.

Wath Comprehensive, A Language College

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area, siblings and feeder category, the remaining 25 places were allocated to children who lived nearest to the school. 83 applications were refused. All second and third preferences were refused.

Wickersley School & Sports College

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area and siblings there were no places remaining to allocate. 39 applications were refused. All second and third preferences were refused.

Wingfield Comprehensive School

In 2004, at the time of allocation, this school was able to offer places to all its applicants.

Winterhill School

This school was oversubscribed in 2004. With regard to first preferences, at the time of allocation, after preferences were agreed for children living within the catchment area and siblings there were no places remaining to allocate. 49 first preference applications were refused. All second and third preferences were refused.

SELECTING SCHOOLS

Early Admission to Secondary School

On rare occasions parents will seek entry into secondary school for their child earlier than the normal date. In such cases an application must be made in writing to the Executive Director for Education, Culture and Leisure Services, giving full details. Advice will then be requested from the Head Teacher and Chair of the Governing Body of the school at which the parent is seeking admission for their child. An Education Welfare Officer and Educational Psychologist will also be asked for advice, as will the Head Teacher of the child's primary school. The full details of the application will then be considered.

Parents will need to request early admission well in advance, particularly since it will be necessary to complete a parental preference form for entry into any school within the usual cycle for admissions for the particular year. For further advice on early admission you should contact the Admissions Officer on 01709 822552.

Which School?

In order to make an informed decision about which is the preferred school for your child, you need to be aware of the variety of information available about each secondary school and the ways in which you can access that information.

The table in Section 5 shows the names and addresses of all the secondary schools in Rotherham together with additional information on school size and type, age range of pupils, etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department of Education and Skills have a website with a specific section for parents. The address is www.dfes.gov.uk and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting all schools and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you could contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk

You are advised that performance tables should not be used as the sole guide in deciding which are your preferred schools for your child, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. Details of the Authority's Transport policy are available by contacting the Transport Section on 01709 382121 extension 2527.

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on the common application form.

1 School Prospectus

All schools must publish a school prospectus giving information on:-

- the school curriculum (including religious education, collective worship and sex education)
- arrangements for pupils with special educational needs
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance
- home/school arrangements
- child protection statement

Contact the relevant school to obtain a copy free of charge.

2 Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You must contact the school to arrange an appointment or you may contact the school to find out when they are holding a parents evening.

You may wish to consider asking the following questions of any school you are considering

What are the average class sizes in the school?
How does the school monitor progress and how is this reported to parents?
What help will be given to a pupil who has difficulty with a particular subject?
How are pupils with special educational needs catered for?
Does the school make special provision for gifted and talented pupils?
How does the school recognise and reward achievement?
What extra-curricular activities are there?
Can books be borrowed to take home?
Does the school set homework?
What is the school's dress code?

You may wish to consider these points when you have visited a school

Were you given a friendly welcome from staff and pupils?
Were you provided with up-to-date and useful information?
Were you given the opportunity to ask relevant questions and were these answered well?
Was the school well equipped?
Did pupils have unlimited access to books and materials?
Were there well presented displays of pupils' work throughout the school?
Were the pupils active and happy?

3 Catchment Areas

When considering which schools to include on the common application form you may wish to know in which school's catchment area your home address lies. Your home address can only fall into *one* school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the Admissions Team on 822508/822552 or on www.rotherham.co.uk. **You are strongly advised to obtain this information direct from the Admission Team and not from any other source.**

You may request a copy of a map showing the catchment area of a particular school(s) by telephoning (01709) 822548.

4 Considering your preferences

When making your preferences on the common application form you should take into account whether your child has a reasonable chance of being offered a place at the schools named on the common application form ie is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:-

- are you living in the catchment area
- whether the school was oversubscribed in the previous year
- how many places were allocated in each oversubscription criteria
- which criteria your child will be placed in for each school

Eligibility For A School Place

This section contains information on:

- oversubscription criteria for community schools in Rotherham;
- information relating to St Bernard's Catholic High School and Pope Pius X Catholic High School in Rotherham.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their admission number.

The admission number is the number of pupils that it is intended to admit into Year 7. The admission number is derived from the capacity of the school. Further information on admission numbers and net capacity can be found in Section 5.

For all schools where the number of applications received is below the admission number for the school the child will be eligible for admission to that school.

In cases where the numbers of applications for a school exceeds the admission number it will be necessary to apply the oversubscription criteria to determine who is eligible for admission.

ROTHERHAM SCHOOLS

Applying the oversubscription criteria in community schools

Rotherham Education Authority is the admissions authority for all community schools. The Authority will consider all preferences equally. Where the number of applications for a particular school is greater than the admission number, the L.E.A. will use the following criteria for allocating places at the Community Secondary Schools. Applications will be prioritised with the highest priority being given to criterion (i) then Criterion (ii) and so on. Places will be potentially offered in priority order up to the admission number. There is no tie breaker mid category, (with the exception of criterion viii) therefore, where the admission number is reached mid-category the remainder of those applications within that specific criterion will be potentially offered a place.

From all the applications received for an oversubscribed school the Authority will determine which children are eligible for a potential place by using the following priority of admission criteria. Further clarification are listed below the criteria.

- i) Children with a Statement of Special Educational Needs will gain a place at the school stipulated in the Statement.
- ii) Children in Public Care will be allocated a place at school provided that the school is the catchment area/local school or that it is the school deemed most appropriate by the Authority for that child, as part of the child's Personal Education Plan.
- iii) Children who, on the Allocation Date, are living * in the catchment area of the school as defined by the Authority.
- iv) Those children who live *outside the catchment area whose older brothers or sisters will be on the roll of the preferred school at the time of their admission.
- v) Children who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular** school essential.
- vi) Children with a compelling social reason which the Authority is satisfied makes 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.
PLEASE NOTE: VERY FEW CASES ARE AGREED ANNUALLY ON SOCIAL GROUNDS

- vii) Children who, on the allocation date, are on the roll of one of the associated primary/Junior/Junior and Infant schools as identified by the Authority. A list of associated schools is shown below.
- viii) Children who, on the Allocation Date, live * nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, “as the crow flies”).

PLEASE NOTE

Parents should ensure that any supporting information as detailed below is submitted along with the Common Application Form

- a) **Children and young people in “public care” are either on care orders made by a court or accommodated by the local authority at the parent’s request.**

Children on care orders may live in:

- foster homes
- residential homes
- residential schools
- with relatives or occasionally continue to live at home.

- b) Live/living* This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order etc.

The child’s ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the closing date for the receipt of the completed common application form for admission to secondary school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.

- c) For the sibling criterion to be applicable one of the following conditions must exist:
- brother and/or sister to be permanently resident at the same address
 - stepbrother and/or stepsister to be permanently resident at the same address
 - half brothers/sisters to be permanently resident at the same address.
 - brother and/or sister who do not live at the same residence but, who share the same parent.
- You may be required to provide proof e.g. Birth Certificate and proof of residence as stated above.
- d) With regard to the distance measurements, a Geographical Information System is used 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 complex is used.
- e) These criteria are applied equally to preferences from parents who live * in Rotherham and those who do not.
- f) Below is a list of the associated primary/Junior/Junior and Infant schools:-

COMMUNITY SECONDARY SCHOOL ADMISSIONS - ASSOCIATED PRIMARY SCHOOLS

ASTON	Aston CE, Aston Fence, Aston Hall, Aston Lodge, Aston Springwood, Swallownest, Aughton, Treeton.
BRINSWORTH	Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe. Whiston, Whiston Worrygoose.
CLIFTON	Badsley Moor, Coleridge, East Dene, Herringthorpe, St Ann's.
DINNINGTON	Anston Brook, Anston Greenlands, Anston Park, Dinnington, Laughton, Laughton CE, Woodsetts

MALTBY	Maltby Crags, Lilly Hall (Maltby), Maltby Manor, Maltby Redwood, Ravenfield.
OAKWOOD	Broom Valley, Canklow Woods, Sitwell.
RAWMARSH	Rawmarsh Ashwood, Rawmarsh Monkwood, Rawmarsh Rosehill Rawmarsh Sandhill, Rawmarsh CE, Rawmarsh Thorogate
SWINTON	Kilnhurst CE, Kilnhurst, Swinton Brookfield, Swinton Fitzwilliam Swinton Queen.
THRYBERGH	Dalton Foljambe, High Greave, Thrybergh, Thrybergh Fullerton Trinity Croft.
WALES	Anston Hillcrest, Harthill, Kiveton Park Meadows, Thurcroft, Todwick, Wales.
WATH	Brampton Ellis, Wath CE, Wath Central, Wath Victoria, Wentworth CE West Melton.
WICKERSLEY	Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale Wickersley Northfield, St Albans CE.
WINGFIELD	Greasbrough, Redscope, Rockingham, Roughwood.
WINTERHILL	Blackburn, Ferham, Meadowhall, Thornhill, Thorpe Hesley

Primary Schools (Junior & J &I) does not include Catholic Primary Schools

ADMISSION ARRANGEMENTS FOR VOLUNTARY AIDED SECONDARY SCHOOLS.

This part of the section is for parents who intend to apply for a place at St Bernard's Catholic High School or Pope Pius X Catholic High School;

If you wish to apply for a place or places at a voluntary aided school or schools in other L.E.A.s you should contact the school and the LEA which maintains that school direct for details of the admissions policy. If you are resident in Rotherham you should name the school on the Common Application Form.

ADMISSIONS POLICIES FOR ST. BERNARD'S AND POPE PIUS X CATHOLIC HIGH SCHOOLS TO BE INSERTED HERE

Additional Information required by voluntary aided schools

Voluntary aided schools require additional information, which is not contained on the common application form and relates to the church of which they are a member. In addition to the common application form each voluntary aided school will require supporting information form for prospective applicants to complete. The supporting information provided by parents will be used by the Governing Bodies of the voluntary aided schools in applying their admission criteria.

This form is not an application form for admission to a voluntary aided school.

Parents who intend to express a preference or preferences for voluntary aided schools must complete the Additional Information Form **together with** the Common Application Form.

Where an additional information form is not submitted with the common application form, it may affect the consideration given by the governing body of that school to the preference.

The completion and return of the additional information form does not guarantee a place at the school.

MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you complete the common application form you are strongly advised to have read all of this booklet and to have taken particular note of:-

□ ***Section 2 Explanation of Co-ordinated Admission Arrangements***

This explains how, from the three preferences you express for a school, the Authority determines which school to offer you.

□ ***Section 7 Eligibility for a School Place***

This explains how when a school has more applications than places available, it is decided if a child is eligible for admission.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place you **MUST** complete a Rotherham common application form.

If you wish to apply for a place in a school in another authority you should also name this school as one of your three preferences on the Rotherham common application form. However you are advised to contact the relevant local authority for a copy of their Admission to Secondary School Booklet, as their Admission Criteria may differ from Rotherham's.

The addresses of neighbouring education authorities and their telephone numbers are provided in Section 13.

The common application form is included in this section of the booklet.

Key points on completing the common application form:

- The form should be used for applying for a school place at:
 - ✓ A Community school in Rotherham
 - ✓ A Catholic High school in Rotherham
 - ✓ A school in any other neighbouring local education authority.
- Do not name the same school twice – doing so will not increase your chance of obtaining a place at that school.
- Put the names of the schools in rank order – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
- Complete all sections.

What to do next

- ✓ Check you have completed all sections on the common application form
- ✓ Detach the common application form from the booklet
- ✓ Return your completed form to the Admissions Team in the pre-paid envelope provided.
- ✓ If you are applying for a Catholic High school complete the additional information form included in this section. This should be securely attached to your common application form along with any additional information requested in support of your application. Both forms and supporting documents should be returned to the Admissions Team in the pre-paid envelope provided.
- ✓ You must return your common application form by

24 OCTOBER 2004

However, Rotherham Education Authority will consider all applications received up to and including **30th November 2004** as being received by the closing date.

A letter posted on **1st March 2005** will notify you at which school we intend to offer your child a single school place.

To find out what happens after the Admissions Team receives your common application form please refer to Section 9.

What to do if you change your mind about the preference(s) you have made

What to do depends on when you change your mind.

□ If you change your mind before the 30th November 2004

- 1) Obtain another common application form from the Admissions Team by telephoning (01709) 822508.
- 2) Complete your new common application form
- 3) Return it to the Admissions Team, Norfolk House, Walker Place, Rotherham S65 1AS before 30th November 2004
- 4) Attach a letter explaining that this is your second form to replace the original. Please name your original preferences in your letter. The Admissions Officer will then withdraw your original common application form.

Please note - By submitting a second common application form a parent is notifying the Authority to disregard the original common application form.

□ If you change your mind after 30th November 2004

Parents need to be aware that the Authority will only process one common application form per child at any given time.

If you change your mind after 30th November 2004 and send in another common application form, the Authority will only deal with the preferences named on the second form as late applications after 1st March 2005. Your original application form will still be considered and letter will be issued based on this application on 1st March, 2005. Consideration will then be given to your second common application form.

If you wish to proceed and change your mind about the preferences you have made, the procedure is given below. However you are strongly advised to contact the Admissions Team before doing so.

- 1) Contact the Admissions Team on (01709) 822552 or 822508 and let them know you wish to change your preferences on the common application form.

- 2) The Admissions Team will issue you with another common application form.
- 3) Complete your new common application form.
- 4) Return it to the Admissions Team, Norfolk House, Walker Place, Rotherham S65 1AS.

□ ***If you change your mind after the offer day of 1 March 2005***

You are advised to contact the Admissions Team on (01709) 822552 or 822508.

PARENTS RESIDENT OUTSIDE ROTHERHAM BUT WISHING TO APPLY FOR A ROTHERHAM SCHOOL

- Any application for a place in a school outside your own authority should be made to the education authority in which your child resides. You must take the following action:
- ✓ Contact your location education authority for a copy of their admission to secondary school booklet. This will give details of how to make an application for a school place. The addresses of neighbouring education authorities and their telephone numbers are provided in Section 14.
 - ✓ Complete the common application form provided by your education authority naming your preferred Rotherham school(s) as one of your three preferences.
 - ✓ Follow the procedures for returning the common application form to your local authority.

Do not send this form to Rotherham.

- ✓ On 1 March 2005 your local education authority will write to you with a single offer of a school place. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

FRAUDULENT APPLICATIONS

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application from a parent which effectively denied a place to a child with a stronger claim.

Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.

REPEAT APPLICATIONS

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

ON-LINE APPLICATIONS

As part of a Government project, Rotherham Education Authority is now operating an on-line admissions service to enable parents to submit their parental preference(s) for a school(s) via the Authority's website:

W.W.W.ROTHERHAM.GOV.UK

If you do not have Internet access at home, you can access a **free e-mail address at your local library**. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the Common Application Form enclosed in this booklet.

To access the on-line admissions service, follow the instructions on the web site. When you have entered the on-line service you will be prompted to enter a unique identification number (UID) for your child. ***Your child's UID is contained in the letter to you which accompanied your booklet.*** You will, however, still be able to submit your application on-line without this number.

If you have any questions when completing your form please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page.

HOW WILL YOUR APPLICATION BE PROCESSED?

This section contains details of the procedures for applications where:

- a. the three preferences are for Rotherham schools
- b. the three preferences include both Rotherham schools and schools in Barnsley, Doncaster or Sheffield
- c. To be inserted

All common application forms for children resident in Rotherham should be sent to the Admissions Team by the closing date.

All preferences for individual community secondary schools in Rotherham are treated equally; this means that the LEA as the admissions authority for community schools named on the common application form have to determine whether the child is eligible for admission to their school(s).

If the number of applications made on behalf of children for any school is less than the admission number all the children will be eligible for admission to that school. Please see Section 5 for details of Admission Numbers for secondary schools in Rotherham.

ROTHERHAM SCHOOLS

a. Procedure for Common Application Forms where only preferences for Rotherham Schools have been expressed

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

The Admissions Team will count the number of applications for each school.

- ◆ If the number of applications is below the admission number for community secondary schools, the child is automatically eligible for admission to the school.
- ◆ If the number of applications is above the admission number then the oversubscription priority of the admission criteria will be applied (see section 7 for details of the oversubscription criteria).
- ◆ Copies of all the common applications forms for St. Bernard's or Pope Pius X Catholic High Schools will have been forwarded to the Governing Body of each school as the Governing Body is the admissions authority for their school.

The Governing Body will then put the applications in order of priority of admission according to their oversubscription criteria. To do this they will use the additional information form attached to the common application form.

The Governing Body will send the Admissions Team a list of all the names of children with applications for the school. This list will have the names in priority order of eligibility for admission.

STAGE 2

For each of the three schools on the common application form the Admissions Team will know whether your child is eligible for admission to each school. If your child is eligible for admission this is a potential offer.

1 st preference school	SCHOOL A
2 nd preference school	SCHOOL B
3 rd preference school	SCHOOL C

The single offer of a school place will be for the highest ranked school for which your child has a potential offer.

Please refer to the table in Section 2 illustrating the 8 possible outcomes for your three preferences.

On the 1st March 2005 the Admission Team will send a letter to all parents making the single offer of a school place.

What to do when you receive the letter

- ◆ If you accept the offer of a school place you do not have to do anything. Staff at the school will contact you in due course.
- ◆ If you do not accept the offer of a school place you must write and tell the Admissions Team as soon as possible as there may be a waiting list for the school.

If you do not accept the offer of a school place the Admissions Team WILL NOT automatically make you another offer for another school. You may have to complete a new common application form and send it to the Admissions Team. Contact the Admissions Team for further advice.

Common Application Forms can be obtained from the Admissions Team, Education, Culture and Leisure Services, Norfolk House, Walker Place, Rotherham S65 1AS. Telephone (01709) 822552 or 822508.

What happens if your child is not eligible for admission to any of the three schools you have listed on the common application form?

This only applies to parents living in Rotherham.

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your common application form, a place will be allocated for your child at your catchment area school (if places are available) or next nearest community school in Rotherham with places available.

A determination of the nearest school is the distance measured by a straight line between your child's ordinary place of residence* and the main entrance to the school building. (* see section 7)

b. SCHOOLS IN ROTHERHAM AND/OR BARNSELY, DONCASTER OR SHEFFIELD

STAGE 1

If you have named a Rotherham School on your form please read the procedure above.

If you have named a secondary school in Barnsley, Doncaster or Sheffield your common application form will be photocopied and sent to the relevant Admissions Authority.

It will be for the relevant Admissions Authority to determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

The Admissions Officers in Barnsley, Doncaster and Sheffield will inform Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their school(s).

STAGE 2

For each of the three schools on the common application form the Admissions Team will know whether your child is eligible for admission to each school. If your child is eligible for admission this is a potential offer.

1 st preference school	SCHOOL A
2 nd preference school	SCHOOL B
1 st preference school	SCHOOL C

The single offer of a school place will be for the highest ranked school for which your child has a potential offer.

Please refer to the table in Section 2 illustrating the 8 possible outcomes for your three preferences.

On the 1st March 2005 the Admission Team will send a letter to all parents making the single offer of a school place.

What to do when you receive the letter

- ◆ Your letter may request you to confirm in writing whether or not you wish to accept the offer of a place.

- ◆ If you do not accept the offer of a school place you must write and tell the Admissions Team as soon as possible as there may be a waiting list for the school.

c. To be inserted

LATE APPLICATIONS

Rotherham Schools

- Applications received by the Authority up to and including 30th November 2004 will be included in the allocation of places made on 1st March, 2005.
- You will not be offered a school place in Rotherham on 1st March 2005 if the Admissions Team has not received an application form from you by 30th November 2004.
- If you have made a late application after 30th November 2004 and up to and including 1st March 2005 you will be notified whether your child is eligible for a place in one of your preferred schools in writing on 1st April, 2005.
- If you submit a late application after 1st March and up to and including 30th June, 2005 you will be notified as soon as possible whether your child is eligible for a place in one of your preferred schools.
- In any of the above circumstances, if no place is available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or next nearest community school in Rotherham with available places.
- If no common application form is received from you by 1st July, 2005 a place will be allocated for your child at your catchment (if places are available) or next nearest community school in Rotherham with available places.

Schools in Barnsley, Doncaster or Sheffield

Common application forms, which are received after 30th November and name a school in another Authority, will be copied and forwarded to the relevant Authority.

The relevant Authority will deal with applications received after 30th November 2004 after all those received up to and including this date.

WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE

- ◆ For any school where you have not received an offer of a place, which is ranked higher than the school at which you have been offered a place, then your child's name will be placed on the waiting list for that school.

For an explanation of waiting lists see Section 10.

- ◆ For any preference expressed by you where the Authority has not offered your child a place you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place, is considered by an Independent Appeal Panel. The Notice of Appeal form will be sent to you with your letter. For an explanation of Admission Appeals see Section 12.

WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

ROTHERHAM SCHOOLS

On the National Offer Day of 1st March, 2005, the Admissions Team will establish a waiting list for Secondary Schools in Rotherham where the number of applications for those schools has exceeded the available places in Year 7.

Your 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 ranked higher than the school at which an offer has been made.

When a place does become available it will be allocated to the child at the top of the waiting list on the day that the LEA receive written confirmation of the vacancy.

If you change your address write to the LEA, providing some proof i.e. a council tax or utility bill. Your place on the waiting list will then be reviewed.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school where it is ranked lower than the school for which they have received a single offer of a place.

Parents must write to the Admissions Officer to request that their child's name be placed on the waiting list for a lower ranked school than the school at which they have been offered a place.

The diagram below shows the two situations regarding waiting list.

Preferred schools in rank order on the common application form			
1 st	SCHOOL A	←	Pupil is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is ranked higher than School B where the offer of a place has been made.
2 nd	SCHOOL B	P	Preference can be met and offer is made
3 rd	SCHOOL C	←	Pupil is not eligible for admission and therefore the child's name is not automatically put on the waiting list because it is ranked lower than School B where the offer of a place has been made.

The waiting list will be established on the offer day and will be maintained up to and including 30th September 2005.

The waiting lists for schools will be determined as follows:

- ❖ For community and voluntary aided secondary schools in accordance with the admission authority's oversubscription priority of admission criteria

The table below shows for all possible outcomes of expressing three preferences which school waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	W	W	P	P	P	W	W
2 nd	School B	P	P	W	P			P	W
3 rd	School C	P	P	P		P			W

Key P Place available – your child is eligible for admission which creates a potential offer.

W School oversubscribed – your child is not eligible for admission based on priority of admission criteria, however their name will automatically be put on the waiting list.



School oversubscribed – child is not eligible for admission based on priority of admission criteria and their name will not be put on the waiting list

Important points about waiting lists:

- ❖ A vacancy arises in Year 7, only when the number of offers to a particular school falls below the admission number;
- ❖ Following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the oversubscription criteria, they will be placed on the waiting list above those with a lower priority. Therefore, children's positions on waiting lists may move upwards or downwards;
- ❖ Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list;
- ❖ For those parents who proceed to an independent appeal, no weight is given to a child's position on the waiting list;

Schools in Barnsley, Doncaster and/or Sheffield

If you have applied for school(s) in Barnsley, Doncaster and/or Sheffield, the arrangements for the operation of waiting lists will be included in their Admission to Secondary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Officer in the relevant Authority for further information and advice. Contact telephone numbers for these Authorities are given in Section 13.

TRANSFERS DURING THE SCHOOL YEAR

Once your child is attending secondary school you may decide that you wish him/her to attend an alternative secondary school. In such a case you may express a preference for a transfer of schools.

You can obtain a form from the Admissions Team for transfer of school which should be returned to the Admissions Team in Rotherham. You will be able to name up to three schools in the area of any LEA on this form. Rotherham will forward a copy of the form to other named Admissions Authorities for consideration.

If there is more than one child involved each request will be considered on an individual basis.

The sibling criteria used for first admission to secondary education in Year 7 does not apply in the case of parents requesting transfer for their children at a later stage.

In making a decision on a transfer request the LEA will consider the current number on roll, the Admission Number for the year in question and whether agreement to the transfer would be prejudicial to the provision of efficient educational at the school or the efficient use of resources.

Movement into a schools catchment area does not guarantee a place at that particular school. A form should be submitted and the LEA will consider it by reference to the above.

Parents seeking a transfer have the right of appeal against the decision of any Admissions Authority under the appeals procedure outlined in Section 12.

Children in Public Care

Where an application for a place in a community secondary school is made on behalf of a child in Public Care the preference will be complied with provided that the school is the catchment area/local school or that it is the school deemed most appropriate by the Authority for that child, as part of the child's personal education plan. This will apply even if the school is at or beyond its published admission number.

The admission will take place without delay and at no time shall admission be delayed beyond the statutory twenty day time limit for a child in Public Care to be out of school.

The only circumstances in which a child in Public Care would not be immediately admitted to the preferred school or catchment area school, is where the individual circumstances of the child are such that full time or mainstream provision is deemed unsuitable by the authority.

Timing of admissions, including transfers

It should be noted that all admissions, including transfers would normally take place at the beginning of a school term. Until a transfer takes place it is expected that your child will continue to attend his/her current school. There may be exceptions where, for instance, all parties agree that the admission/transfer should take place earlier. Pupils who are ill at the start of a term or those who change residence and for whom that school would have not been easily accessible at the start of term should be admitted at the earliest opportunity.

Children who have been Permanently Excluded from a School

Children who are permanently excluded from a school will be admitted to a new school as soon as practicable, since they are prevented from returning to their original school.

The Pupil Inclusion Panel considers the educational provision for permanently excluded pupils and the Authority's Re-integration Officer liaises with parents to enable them to express preference(s) for alternative schools.

It is possible that the admission of a permanently excluded child may take place at a school which has reached its admission limit for that child's year group due, to the re-integration package which will be developed for the child.

Please note that the right of appeal, outlined elsewhere in this booklet, does not apply in instances where a child has been permanently excluded from two schools and where, at least one of those exclusions took place after 1 September 1997. This applies to a twice excluded pupil for a period of two years beginning with the date the last exclusion took place.

Managed Moves

A Working Group has investigated the admission to schools of pupils presenting with behavioural and related difficulties. The intention is to provide an opportunity for collaborative working across schools in accordance with recent government recommendations.

Where pupils are at serious risk of exclusion, then schools can work together to agree a system of managed moves. A checklist of interventions has been developed in order that schools can ensure that all appropriate strategies have been tried.

Head Teachers are responsible for the organisation of the scheme. In essence, the home school will liaise with another school to agree a trial placement for an agreed period (a minimum of 10 school weeks) whereby the child will attend the new school, remaining on the roll of the home school. Following completion of a successful trial, the child will formally transfer and be placed on the roll of the new school. Formal paperwork agreeing the move will need to be completed at this stage.

Appeals For Admission To School

If you have not been offered a place at a school for which you have expressed a preference you have the right of appeal to an independent appeal panel.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:-

Reason 1 - the number of applications exceeded the admission number for the school;

or

Reason 2 - you were offered a place at another school under the co-ordinated scheme.

Explaining the reasons for not offering you a place at the school

Reason 1

The number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For secondary schools the relevant year group is Year 7.

The oversubscription criteria were applied and your application was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Reason 2

You were not offered a place at this school because you were offered a place at a higher ranked school in accordance with the Authority's co-ordinated scheme for admission to school.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	A	A	P	P	P	A	A
2 nd	School B	PA	P	A	PA	A	A	P	A
3 rd	School C	PA	PA	P	A	PA	A	A	A

Key P This was the highest ranked preference with a potential offer therefore the parent was offered a place at this school.

A Your child was not eligible for a place at this school.
You have the right of appeal for a place at this school.



Your child was eligible for this school, but you were not offered a place, because you were offered a place at a higher ranked school.

You have the right of appeal for a place at this school.

Important point: ***If you intend to appeal for a place at a school ranked lower than the one for which you have received an offer, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place at the school and therefore would not have to submit an appeal.***

Appeals Procedure

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

The important requirements of any independent appeal are:

- (a) appeals must be in writing stating the grounds on which the appeal is made;
- (b) parents should lodge their appeal within the period specified by the admission authority but this should not be less than 14 days (10 working days) from the date of notification to parents that their application for a place at the school was unsuccessful.
- (b) every parent has the right to attend the independent appeal in order to make their case to the panel;
- (c) the parent can be accompanied by a friend or be represented by them;
- (d) independent appeals are heard in private;
- (e) the decision of the Appeals Panel is ***binding*** on both parents and the Authority;
- (f) parents will receive written notification of the Appeals Panel decision.

General Information On Appeals

A separate document containing details of the appeals procedure will be sent to parents whose applications could not be satisfied.

- 1 Any member of the Authority may attend as an observer any hearing by an Appeals Panel established by the Authority.
- 2 Parents will be given at least 14 days written notice of the date, time and place of the appeal hearing and will receive prior to the appeal written documentation summarising the reasons for refusing the admission.

- 3 If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.
- 4 In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.

USEFUL CONTACTS

Admissions Team

Education, Culture and Leisure Services
Norfolk House
Walker Place
Rotherham S65 1AS

Contact an Admissions Officer on 01709 822647/822552/822505/822508/822626
Or email admissions.enquiries@rotherham.gov.uk

Appeals Clerk

Committee Services
Council Offices
Grove Road
Rotherham
S60 2ER

Mr T Minett 01709 382121 ext 2053
Email tom.minett@rotherham.gov.uk

Diocesan Addresses

Contact for Catholic Diocese
Mr F McDermott

Diocese of Hallam
Schools Department
Hallam Pastoral Centre
St Charles Street
Attercliffe
Sheffield
S9 3WU

Contact for Church of England Diocese
Mr M Robinson
Diocese of Sheffield
Church House
95/99 Effingham Street
Rotherham
S65 1BL

Neighbouring Authorities

Barnsley
School Admissions Section
Education Services
Berneslai Close
Barnsley
S70 2HS

Tel 01226 773689/773588/773677/773506
Email sarahmccarthy@barnsley.gov.uk

Doncaster
Admissions and Pupil Services
The directorate of Education and Culture
PO Box 266
The Council House
College Road
Doncaster
DN1 3AD

Tel 01302 737204/737234
Fax 01302 737223
Email pupil.management@doncaster.gov.uk

Sheffield
Pupil Support
Floor 3

Howden Hose
Union Street
Sheffield
S1 2SH

Tel 0114 2735766
Fax 0114 2734155

Derbyshire
Derbyshire County Council
County Hall
Matlock
Derbyshire
DE4 3AG

Tel 01629 580000
Nottinghamshire
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Tel 0115 982 3823

ADDITIONAL INFORMATION
Charges and the Remission of Charges

Copies of Rotherham Authority's policy on charging for school activities and on the remission of such charges are available from staff in Education, Culture and Leisure Services, Norfolk House, Walker Place, Rotherham S65 1AS and from all the authority's schools. The prospectuses produced by individual schools contain a summary of the charging and remission policies of the school's governing body. Full details of the governing body's policies are available at the school concerned.

Child Care Information Service

Free information and advice on local childcare provision.
0800 073 0230

email chis085@iclwebkit.co.uk

Complaints

The Authority has established a Code of Practice for the consideration and disposal of complaints about the school curriculum and related matters. Information on this can be obtained from the Performance and Quality Officer in Education Culture and Leisure Services on Rotherham 822642 or from the school concerned.

Educational Maintenance Allowances

Education Maintenance Allowances (EMA's) are available to young people entering post 16 education who intend to undertake a course of full time study leading to a qualification up to and including level 3 (A levels). The scheme is means tested with reference to parental income and it is paid on a weekly basis.

Tel: 01709 822653

Educational Psychologists

Educational Psychologists visit all schools within Rotherham LEA on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning.

The easiest way to contact the service is to get in touch with the Head Teacher of your child's school although enquires can be made directly to the service

Tel: 01709 822580

Education Welfare Service

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.

Tel: 01709 382121 extension 2567

Email: cath.ratcliffe@rotherham.gov.uk

Employment of Children

The Employment of children is strictly controlled by legislation

For further information on the matter parents can contact the Education Welfare Section on 01709 822586.

Exclusions

This section offers advice and guidance on the exclusion process to schools and parents.

Tel: 01709/822659

Email: june.williams@rotherham.gov.uk

Tel: 01709/822630
Email: sherran.finney@rotherham.gov.uk

Parent Partnership

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special education needs.

Tel: 01709 823627
Fax: 01709 372056
Email: parentpartnership@rotherham.gov.uk

Public Examinations

Under the Authority's system of comprehensive education, pupils are entered for public examinations appropriate to their age, aptitude and ability.

Decisions on the particular examinations for which pupils are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff. Where entry is recommended by the Head teacher entry costs will be paid by the school. The school may seek reimbursement from parents of pupils who fail, without good reason, to sit examinations for which they are entered.

School Dress Code

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

School Meals

There are no charges for school meals for children of families in receipt of Income Support, Income-Based Job Seeker's Allowance or Child Tax Credit providing no Working Tax Credit is being received and gross annual income is less than £13230. For information about claiming Free Schools Meals you can contact the Free Schools Meals Team in the Civic Building, Walker Place, Rotherham S65 1UF. Telephone 01709 822641. Information and a claim form is also on our website at www.rotherham.gov.uk.

School Transport

The Pupil and Student Transport Service provides assistance for a variety of pupil/students who may benefit from subsidised transport to and from school.

Pupils attending their local catchments school may be eligible for a free bus pass from South Yorkshire Passenger Transport if they live more than 2 miles from school, up to the age of 8 or more than 3 miles if aged between 8 and 16.

Pupils who have special needs may also be eligible for free transport in the form of a free bus pass, travel to school on a special bus or, in exceptional cases, a specially adapted vehicle.

Students over the age of 16 who attend a local 6th form school or a further education college may be able to claim financial support for transport.

For further details please see the Transport Policy contained in Section 15 of this booklet.

Full details are also available on rotherham.gov.uk, the council's web site.

Tel 01709 822525/822527

Email education@rotherham.gov.uk

Special Educational Needs

Most children can cope well in their secondary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the Special Needs Section on 01709 382121 extension 2519.

Staff Training Days (Inset)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is to be closed.

PUPIL AND STUDENT TRANSPORT POLICY

A guide for Parents and Carers is available from:

Pupil & Student Transport Service	01709 822525	Bus Pass Enquiries
	01709 822527	Transport Enquiries
	01709 822532	Transport Enquiries

1) GENERAL

It is the responsibility of the parents/carers of a pupil to see that he/she attends school. However, the Council provides assistance with transport to school in circumstances detailed in this policy, for pupils who live within the Rotherham area.

Transport assistance will normally comprise one of the following:

- a zero fare bus pass purchased by the Council from South Yorkshire Passenger Transport Executive which allows a pupil to travel between the nearest bus stop to their home address and the school they attend on commercial or tendered bus services
- free travel on a coach, mini-bus or taxi if the child has a statement of special educational needs recommending exceptional assistance is required to meet the child's individual needs
- students over the age of 16 may be eligible for funding for part or all of their transport costs by applying for Learner Support/Access Funds through either their college, or through the Council for students attending school 6th form.

2) PUPILS UNDER THE AGE OF 5 YEARS

Assistance is not given for nursery age children who do not have a statement of special educational needs. Currently, there is no charge for children under the age of 5 years to travel on the commercial bus network if an adult paying full fare accompanies them. Parents/carers are expected to accompany nursery age children to nursery. Financial assistance is not given to parents/carers for their own personal transport costs when they accompany their child to nursery. The bus operator will charge the concessionary fare to nursery aged children who travel with older siblings.

For nursery aged pupils with a statement of special educational needs, please refer to point 9 of this section of this policy.

3) PUPILS AGED 5-7

For pupils less than 8 years of age (on 1st September) attending their catchment school, a zero fare bus pass will be provided where the distance between home and school is 2 or more miles (otherwise referred to as the lower statutory qualifying distance). Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey as appropriate.

4) PUPILS AGED 8-16

For pupils aged over 8 and under 16 years of age (on 1st September) attending their catchment school, a zero fare bus pass will be provided where the distance between home and school is 3 or more miles (otherwise referred to as the upper statutory qualifying distance). Parents/carers should ensure their child's safety by making

appropriate arrangements for their child to be accompanied to and from the nearest bus stop and during the journey as appropriate.

5) PUPILS ATTENDING DENOMINATIONAL SCHOOLS

Where a child attends a denominational school (i.e. a faith school), a zero fare bus pass will be provided where the denominational school is beyond the appropriate qualifying distance and is the nearest denominational school to the home address. The single journey mileage limit for transport to a denominational school is 5 miles for Primary age pupils and 15 miles for Secondary age pupils. Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop if required.

6) PUPILS ATTENDING NON-CATCHMENT AREA SCHOOLS

The Council considers the catchment area school generally to be the nearest suitable school for the pupil. If parents/carers express a preference for another school, the Council is not under a duty to provide free transport.

The Council recognises its obligations under the School Standards and Framework Act 1998 as amended by the Education Act 2002 to comply with parental preferences regarding choice of school. In order to ensure the efficient use of its resources, the Council will only provide a zero fare bus pass where the school attended is the school designated as the catchment school for the pupil's main home address, or for the nearest appropriate denominational school.

Therefore, parents/carers who apply for a place in a school for their child/children, which is not the catchment school, do so knowing that free transport will not be available, regardless of the distance involved.

An exception to this policy will be made in the following circumstances:-

- i a pupil whose parents/carers choose not to attend the catchment area school but choose an alternative school will, where both schools are beyond the appropriate qualifying distance within the Council's boundary, be provided with a zero fare bus pass up to the extent that it does not cause the Council extra expenditure.
- ii when the Council is unable to make a place available at the catchment school and the nearest available school with a spare place is beyond the statutory walking distance, the Council will exceptionally agree to the issue of a zero-fare bus pass.
- iii a zero-fare bus pass will be given to Rotherham pupils who attend a school outside Rotherham, providing that it is the nearest school to the home address and also beyond the qualifying distance.

- iv if a pupil is permanently excluded from their school, and the nearest available school that can offer a place to the pupil is located beyond the appropriate qualifying distance from the home address, a zero-fare bus pass will be provided.

7) OTHER EXCEPTIONS

For distances that are less than the qualifying distances, transport assistance will be considered in special circumstances: -

- i. a pupil attending their catchment school will be provided with free transport if they have an injury or medical condition which meets the agreed criteria which appear in Section 3.
Parents/carers must submit a request for such assistance in writing with supporting evidence (e.g. information from the medical authority treating their child) to the Pupil Transport & Placement Manager, c/o the Executive Director, Education, Culture and Leisure Services, Rotherham Metropolitan Borough Council, Norfolk House, Walker Place, Rotherham S60 1AS. Only under Section 6.ii above, will assistance be considered for pupils attending other than their catchment area school.
- ii. consideration will be given to providing a zero fare bus pass for pupils attending their catchment area school who live within the lower or upper qualifying distance if, bearing in mind the age of the child and the nature of a particular route, even when accompanied by an adult, the route is not considered to be safe to walk. Set criteria have been established by the Council for the assessment of the safety of the walking route to School.

(Please note that the ultimate responsibility for the safety of any child during the journey to or from school rests with parents/carers.)

8) POST 16 – SIXTH FORM/FURTHER EDUCATION STUDENTS

Free transport provided by the Council is limited to pupils of statutory school age. Therefore, no assistance is given for pupils attending school sixth forms (years 12 & 13) and Colleges of Further Education. However, financial concessions or support may be available: -

Concessionary Fare Schemes

- Students aged 16 to 18 years in full-time education may travel at concessionary fare rates providing they obtain a Student Permit issued by South Yorkshire Passenger Transport Executive.
- Students over the age of 18 may be entitled to concessionary fares of 30p per journey, if they are entitled to a Student Busmaster ticket.
- Details of the above concessionary fares and other ticketing products available are shown in Appendix A of this policy.
- In addition, a student may obtain a “Personalised Travel Plan” from South Yorkshire Public Transport Executive (SYPTTE) at a cost of £1.50. Contact details for SYPTTE are given in Appendix B.

Access Funds

- Students from families on low-incomes may be entitled to assistance from the Learner Support/Access Funds.
- Students attending local colleges of Further Education should contact the college directly for information, and those attending schools’ 6th forms should contact the Student Support Service for information.
- The assessment criteria set by each college and Student Support Service may differ when deciding whether a student is entitled to assistance from these funds. Appendix B gives contact names and numbers and website addresses to enable students to obtain further information about eligibility for financial assistance.
- It is recommended that students start to apply for assistance once they know they have a place in either a school 6th form or at a college of Further Education. However, some colleges may not accept applications until a later date and students should therefore check with the relevant college.

Additional Criteria for Students with Special Educational Needs aged 16-19

Students who are deemed capable of independent travel, either by public transport or community transport, will be supplied with the following:

- any additional independence/mobility training needs, as assessed prior to commencement in either a school 6th Form or College of Further Education; this will be provided by the Council, School/College or both.

- a personalised travel plan from SYPTE, funded by the Council. Please contact the number shown in Appendix B for further information.

Students eligible for transport assistance in the form of either a zero-rated bus pass or travel on a coach, mini-bus or taxi, should apply for financial assistance from one of the following:

- if attending a school 6th Form, the Student Support Service Access/Disability Funds. Arrangements will then be made internally within the Council for funding relating to transport to be transferred directly from Student Support Service to Transport and Placement, to help cover the cost of providing the transport support.
- if attending a college of Further Education, the College's Learner Support/Access Funds.

Appendix B gives contact names and numbers and website addresses to enable students to obtain further information about eligibility for financial assistance and other support.

Upon the introduction of Educational Maintenance Allowances in September 2004, students provided with transport support may be asked to contribute towards the Council's costs of supplying this support.

Attendance at school/college will be monitored and support may be withdrawn, if a student does not attend on a regular basis, unless proof is provided that there is non-attendance through illness.

The Council is continuing to work with the Government to encourage post 16 students from all backgrounds to continue in Further Education and does not wish transport provision to be a barrier to this. The current policy regarding transport provision to post 16 students will be updated each year on 31 May. Any changes will therefore be published on the Council's website and the website for Connexions Card.

The appendices to this policy will be updated on a regular basis to amend any changes to ticketing products, contact names and numbers and website addresses. However, it is recommended that students and their families regularly check other websites for in date information.

9) SPECIAL EDUCATIONAL NEEDS : PUPILS AND STUDENTS (UP TO THE AGE OF 19)

Each pupil undergoing an assessment of Special Educational Needs will have their individual transport needs assessed against set criteria (Section 3), taking into account to their age, mobility and the effect of their special educational needs on their ability to

travel. If it is concluded that a pupil does not require special transport assistance, then the statutory distance criteria in points 3 & 4 above will be applied.

Such entitlement will be considered at the time of the draft statement of Special Educational Needs by SEN Assessment Officers and will be shared with parents/carers who are encouraged to express their views about all aspects of their child's SEN provision, including transport.

All secondary age pupils who have been previously assessed as requiring transport assistance other than a zero fare bus pass, will receive support for independence and mobility training as part of their school curriculum with the aim of reducing their reliance on individual transport in preparation for adult life. This means that plans to encourage independent travel must be put in place by the school and parents/carers working in partnership, to mutually agreed targets and progress be evidenced at each subsequent Annual Review. School and parents/carers will encourage pupils to take up public/community transport options at the earliest opportunity - this will be regarded as a positive achievement towards the pupil's progress in becoming an independent traveller. Any recommended change in a pupil's transport arrangement that arises from an Annual Review will be considered by the Council's Special Educational Needs Panel and any amendments incorporated in the child's updated statement of SEN. Where SEN transport is ceased, pupils will be eligible for a zero fare bus pass, provided they live beyond the statutory walking distance, referred to in points 3 and 4 above.

- the type of transport assistance provided will be the most appropriate, taking into account the child's needs and safety according to the assessment criteria in Section 3. Social reasons or parents/carers work commitments will not be regarded as valid reasons for determining the type of transport assistance for their child.
- a zero rated bus pass will operate from the bus stop nearest to the pupil's home. Parents/carers should ensure their child's safety by making appropriate arrangements for their child to be accompanied to and from the nearest bus stop as appropriate.
- pupils who are assessed as requiring transport assistance comprising travel on a coach, mini-bus or taxi will be picked up and dropped off at the most convenient designated point nearest to their home address, having due regard to their needs and safety. Pupils will only be collected or dropped off from outside their home address if their needs exceptionally require this arrangement. Social reasons or parents/carers work commitments will not be regarded as valid reasons for such an arrangement. In either circumstance, it is the responsibility of parents/carers to ensure their child's safety by making appropriate arrangements to accompany their child to and from the designated pick-up point, or see them safely onto and off the vehicle outside home.
- Pupils who attend a school outside Rotherham, named in their statement of Special Educational Needs as being the most appropriate to meet their needs, on a 38 week

(i.e. termly) or 52 week basis will be allocated a maximum of six return journeys from/to their school. Any additional journeys will not be funded by the Council.

- transport is to and from the designated point nearest to the home address. There can be no ad hoc, occasional variations. If parents/carers request a permanent variation e.g. that their child be collected from or dropped off at a relative/neighbour/child-minder's address, consideration for such an amendment will only be given, subject to the following:
- if no additional cost will be incurred
- if the request would add unreasonable additional travelling time for other pupils in the vehicle, it will be declined.
- the Special Educational Needs Code of Practice states that transport should only be recorded in Part 6 of the statement in 'exceptional circumstances where the child has particular transport needs'.
- any special equipment or supervision arrangements required because of the child's needs will normally be arranged by the Council.
- it is the responsibility of parents/carers to meet all appropriate transport needs including travel to and from work-experience placements, extra-curricular activities or any other arrangements they may enter into with their child's school
- if parents/carers choose to send their child to more distant provision of the same type, transport assistance will not be allocated.

10) STUDENTS WITH SPECIAL EDUCATIONAL NEEDS OVER THE AGE OF 19

Transport assistance may be provided for those students between 19 and 25 years of age who have previously had a statement of Special Educational Needs and received transport assistance, and a Social Services Adult Assessment of Need which includes the requirement for transport to College to be provided. Students must be registered, or registrable, as disabled under the Chronically Sick and Disabled Persons' Act 1980. Such transport is jointly funded between the Council's Education, Culture and Leisure Services and Social Services, and the College.

11) CHILDREN IN PUBLIC CARE

When a pupil comes into the care of Rotherham Metropolitan Borough Council, under Sections 20 or 31 of the Children Act 1989, the 'catchment area school' criteria under point 6 above will be disapplied, but the 'lower or upper distance criteria' in points 3 and 4 above will remain in force. Should a pupil become eligible to transport assistance

under this criteria, the costs will be equally shared between the Council's Education, Culture and Leisure Service and Social Services Programme Areas.

Children in Public Care who have a statement of Special Educational Needs will continue to receive transport assistance provided, as specified in point 9.

Respite Care – when a pupil is assessed by the Council's Social Services as requiring transport to respite care, the costs will be equally shared between the Council's Education, Culture and Leisure Services and Social Services Programme Areas

12) ASYLUM SEEKERS

Pupils classed as Asylum Seekers will initially have their educational needs assessed at the 'Welcome Centre', managed by the Ethnic and Cultural Diversity Service.

When a pupil is admitted to the 'Welcome Centre', their transport needs will be assessed by the Ethnic and Cultural Diversity Service who will provide any transport assistance deemed necessary – for further details please contact the 'Welcome Centre' on Rotherham 828608.

When a pupil is admitted to one of the Council's mainstream schools, the 'catchment area school' criteria under point 6 will be disapplied, but the 'lower or upper distance criteria' under points 3 and 4 will remain in force, and the pupil may then be eligible for transport assistance under these criteria.

13) APPEALS

- Parents/carers have the right to appeal against the Authority's decision not to provide transport assistance if they feel there are circumstances that have not been taken into consideration. Please request an Appeal Form by contacting the Executive Director, Education, Culture and Leisure Services, Rotherham Metropolitan Borough Council, Norfolk House, Walker Place, Rotherham S60 1AS. An Appeal will usually be heard within 14 days of the Council receiving the form and will be heard by an Independent Panel of Councillors. If transport assistance is awarded through the Appeals Panel, it will be issued until the of the academic year in which it is awarded - the pupil's circumstances and eligibilty for free transport assistance will be reviewed prior to continuation of the transport assistance in the following academic year.