

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -  
REPORT TO GOVERNING BODIES – AUTUMN TERM 2015**

**CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR 2017/18.**

**i) Admission Numbers and Admissions Criteria**

This item gives governors the opportunity to consider the admission arrangements (criteria and admission number), which will apply for admission in 2017/18. The Local Admission Forum has previously considered the requirements for consultation and has agreed that the LA should facilitate this, as far as possible, by use of the Authority's Internet site.

The timetable for the year is:-

Autumn Term 2015	Governing bodies consider the arrangements which will apply.
By 27th November 2015	All relevant details to be forwarded to the LA.
14 <sup>th</sup> December – 31st January 2016	Period of consultation via the LA's website.
By mid February	LA and the Local Admission Forum consider any changes and forward any comments to appropriate Admission Authority (ies).
By 28 <sup>th</sup> February 2016	All admission authorities to determine their arrangements and notify those consulted.

**Community and Controlled Schools**

For these schools, the LA is the admission authority. The admissions criteria for 2016/17 are shown at Appendix 1.

**The proposed changes to the admission criteria are set out below and will apply for 2017/18.**

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

**Action:** The Governing Body is requested to complete and return the pro-forma to Christopher Stones, SPAA, Wing C, 1<sup>st</sup> Floor, Riverside House, as soon as possible and no later than 27<sup>th</sup> November 2015.

**Voluntary Aided Schools/Academies/Trust Schools**

The governing body is the admission authority. Full consultation is required.

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

**Action:** Governing Bodies to consider both the admissions criteria and the admission number appropriate for the school. Full details of the admissions criteria and admissions number to be forwarded to the LA by 27<sup>th</sup> November 2015 to enable the full consultation with all the appropriate consultees to be carried out via the Internet. This should be done by e-mail to [Christopher.Stones@rotherham.gov.uk](mailto:Christopher.Stones@rotherham.gov.uk)

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

### **Further General Point**

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

If you require any further information or would wish to discuss any matters relating to admission numbers/criteria/net capacity, please contact Chris Stones on 01709 253831.

### ii) **Co-ordinated Admission Arrangements**

The Authority co-ordinated admission arrangements during the normal admission round and in-year admissions for all year groups. Since 2012 the School Admissions Code states there is no requirement to co-ordinate in-year admissions. Rotherham, along with many neighbouring Local Authorities proposes to continue to co-ordinate in-year admissions, as far as is possible. The Local Admissions Forum has expressed its collective view that this continues to be good practice and that they fully support co-ordinated admission arrangements. For 2017/18 there will be a few minor date changes to the Co-ordinated Schemes and it is noted that the Schools Admissions Code 2014 specifies that the Primary Schools National Offer Day is 16 April, however as this falls on a Sunday in 2017, National Offer day will be Tuesday 18 April 2017.

**Action:** To note the information.

### iii) **Waiting List**

The Authority currently maintains waiting lists for pupils applying during the normal admission round. The Admissions Code of Practice requires that waiting lists are in place and continue for at least the first term of the academic year. There are no proposed changes for 2017/18.

**Action:** No action required

iv) **Local Authority 'Admission to School' Booklets.**

The information contained in the booklets is freely available on the Local Authority Website along with details on how to make an on-line-application. The Authority is currently able to satisfy above 90% first preferences for primary and secondary schools. Much of the information in the booklet is surplus to most parents' applications (most booklets are discarded once the application has been submitted). Where parents are unsuccessful with their application separate guidance is available on the appeal procedures. Many other neighbouring authorities now produce only a summary of the information which is sent to all parents with detailed information available on request or via the website. Hard copies of the booklet are only provided upon request. All parents receive a letter explaining how to apply for a school place. The letter advises parents/carers to have read and taken regard of the admissions booklet available on the council website before submitting their application.

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

v) **Consideration of the 'relevant area'**

Every two years, the Authority must review its determination of the 'relevant area' for the purposes of admissions consultation. This requires consultation with all schools in Rotherham, together with all primary schools lying within 1 mile of any border and all secondary schools lying within 3 miles. Since the inception of this requirement (in 1999) the determined area has been the whole of the Rotherham borough. There have been no objections to this and no change to the 'relevant area' is proposed for consultation on admissions in 2017/18. This was last reviewed as part of the 2016/17 consultation arrangements and no changes are proposed.

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

vi) **Consideration of In Year Admissions Policy**

The Local Authority has devised an In Year Admission Policy.

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

**The admission criteria for community and controlled schools for 2017/18 is shown below.**

It should be noted that for a number of years the D.f.E. has given priority to looked after children. The School Admissions Code also prioritises previously looked after children. This is shown in the criteria below.

**Primary Reception**

**Places will be allocated in the following order of priority:**

Those who on the closing date are:

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

### Year 3

**Places in Year 3 at a Junior School will be allocated in the following order of priority:-**

Those who on the closing date are:

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

### Secondary Year 7

**Places will be allocated in the following order of priority:-**

Those who on the closing date are:

- i) Relevant looked after children and previously looked after children (see note 3 below).
- ii) Children who on the closing date have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.

- iii) Children who on the closing date have a compelling social reason which the Authority is satisfied make attendance **at that particular** school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children who on the closing date live in the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2017.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority.
- vi) Children who on the closing date live outside the catchment area of the school as defined by the Authority whose older brother or sister will be on the roll of the preferred school in Years 8-11 at the start of the academic year 2017.
- vii) Children who on the closing date are on the roll of one of the associated Primary/Junior/Junior and Infant schools as identified by the Authority.
- viii) Children who on the closing date live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement, "as the crow flies").

## Notes

- 1 Where the admission number for any school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those living closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, "as the crow flies").
2. Where any final place at a school is available and two or more pupils are judged to be living equidistant from the school (e.g. in flats), the final place will be allocated by the drawing of lots by officers of the authority.
3. A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For further information please refer to the Admissions Code of Practice which can be downloaded from [www.dfe.gov.uk](http://www.dfe.gov.uk)

4. Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary and Secondary schools. In assessing preferences, the LA will operate an 'equal preference' system, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. In that situation, the final offer of a place will be made at the highest ranked of the potential offer schools.
5. Children issued with an Education, Health and Care Plan (EHC) or Statement of Special Educational Needs will gain a place at the school named in the statement as part of that process.

## **In-Year Applications.**

### **What is an in-year application?**

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school (for example starting primary school, moving to junior school or moving to secondary school).

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

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

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

The School Admissions Code 2014 requires that the Local Authority and Schools who are their own admissions authority must, on receipt of an in-year application, work in partnership to ensure all parties are notified of the outcome, so that figures on the availability of places in the area can be kept up to date. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.

For applications for school places outside of Rotherham, parents should contact the relevant local authority for details of the relevant Admissions Policy but should apply for a place via Rotherham Admissions under the co-ordinated Admission arrangements. Contact details for neighbouring local authorities can be found in the Admissions to Primary/Secondary school booklets for parents available at [www.rotherham.gov.uk](http://www.rotherham.gov.uk)

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

- for foundation or voluntary aided schools, including trust schools, the governing body is the admission authority
- for academies, the academy trust is the admission authority
- for all other schools in Rotherham, the Local Authority is the admission authority.

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

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

Governing bodies can refer applications to the local authority for consideration under the provisions of the Fair Access Protocol in certain circumstances, as per the Admissions Code 2014.

Rotherham Authority will also share information with neighbouring authorities where an application is received for a pupil who lives in that local authority area and who applies for a place in one of the schools participating in the scheme.

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

### **Applying for a place in a Rotherham school**

Parents can make applications up to one term before the date when they would like their child to start at the preferred school. Parents can apply from the 1 May onwards for Admission in the following September. In Year applications are considered daily on a date received basis.

Parents can state up to three preferences on an application form for Rotherham schools. We recommend that parents use all three preferences, thereby maximising their chances of securing a place at a school of their choice. Details of applications will be sent to your preferred schools.

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

Details of oversubscription criteria for Rotherham schools is available on our website [www.rotherham.gov.uk](http://www.rotherham.gov.uk)



## **Applying for a place in year 10 or year 11**

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

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

## **How applications are considered**

Applications for school places are considered within agreed timeframes with all admission authorities to ensure that every child of school age accesses an appropriate school place.

Notification of the outcome of the application will be sent to parents by post. Admissions will normally be agreed up to the published admission number which applied for the normal year of intake. If an application is refused at any school applied for, parents are notified of their right to appeal.

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

## **Infant classes only**

The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions Code 2014 (2.15) states that additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. A child who falls into any of these categories will not automatically be admitted as an excepted child.

**PRIMARY SCHOOLS**

**Appendix 2**

<b>School</b>	<b>Net Capacity</b>	<b>Admission Number 2016/2017</b>	<b>Proposed Admission Number 2017/2018</b>	<b>Comments</b>
Anston Brook Primary	210	30	30	
Anston Greenlands Primary – Academy	210	30	30	
Anston Hillcrest Primary	210	30	30	
Anston Park Infant	225	75	75	
Anston Park Junior	300	75	75	
Aston All Saints CE - Academy	210	30	30	
Aston Fence J&I	210	30	30	
Aston Hall J&I	315	45	45	
Aston Lodge Primary	210	30	30	
(Aston) Springwood Junior Academy	210	30	30	
Aughton Primary	150	30	30	
Badsley Primary	630	90	90	
Blackburn Primary	316	56	56	
Bramley Grange Primary – Academy	315	45	45	
Bramley Sunnyside Infant	270	90	90	
Bramley Sunnyside Junior	360	90	90	
Brampton Cortonwood Infant	120(150)	40	50	Consultation completed.
Brampton the Ellis CE Primary	430	40/80		PAN 40 Infant / 80 Junior
Brinsworth Howarth J&I	240	30(45)	30(45)	Temporary Increase
Brinsworth Manor Infant	240	80	80	
Brinsworth Manor Junior	320	80	80	
Brinsworth Whitehill Primary	315	45	45	
Broom Valley Primary	420	60	60	
Brookfield Primary Academy	315	45	45	PAN Reduction commenced 2014/15 in FS2 and cohorts thereafter
Canklow Woods Primary – Academy	210	30	30	
Catcliffe Primary	210	30	30	
Coleridge Primary - Academy	210	30	30	
Dinnington Primary	270	43	43	
St Joseph's Catholic Primary (Dinnington) – Academy	196	28		
East Dene Primary - Academy	350	50	50	
Eastwood Village Primary - Academy	315	30	30	Opened September 2015 FS2-Year 4 and subsequent FS2 cohorts thereafter
Ferham Primary	210	30	30	
Flanderwell Primary - Academy	315	50	50	

Foljambe Primary Campus of Thrybergh Academy & SC	140	30	30	
Greasbrough Primary - Academy	270	45	45	
Harthill Primary	180	30	30	
Herringthorpe Infant	270	90	90	
Herringthorpe Junior - Academy	360	90	90	
High Greave Infant	180	60	60	
High Greave Junior	240	60	60	
Kilnhurst Primary	210	30	30	
Kimberworth Primary	210	30	30	
Kiveton Park Infant	162	56	56	
Kiveton Park Meadows Junior	240	59	59	
Laughton CE Primary	105	15		
Laughton J&I	168	24	24	
Listerdale Primary - Academy	315	45	45	Phased PAN from FS2 2014 and FS2 cohorts thereafter
Maltby Craggs Primary	420	60	60	
Maltby Lilly Hall Academy	420	60	60	
Maltby Manor Academy	420	60	60	
Maltby Redwood Academy	240	45	45	
St Mary's Catholic Primary (Maltby) – Academy	210	30		
Meadow View Primary	300	40	40	
Ravenfield Primary Academy	210	30	30	
Rawmarsh Ashwood - Academy	210	30	30	
Rawmarsh Monkwood Primary – Academy	420	60	60	
Rawmarsh Rosehill Junior	240	60	60	
Rawmarsh Ryecroft Infant	180	60	60	
Sandhill Primary Academy	210	30	30	Awaiting Secretary of State direction in relation to increased PAN (45)
Rawmarsh St Joseph's Catholic Primary	210	30		
Rawmarsh Thorogate J&I	210	30	30	
Redscope J & I	342	60	60	
Rockingham J&I	315	56	56	
Roughwood Primary	336	56	56	
Sitwell Infant	222	75	75	
Sitwell Junior – Academy	300	76	76	
St Ann's J&I	420	60	60	
St Bede's Catholic Primary – Academy	280	43	43	
St Mary's Catholic Primary (Herr) – Academy	210	30		

St Thomas' CE Primary (Kiln)	210	30	30	
Swallownest Primary	210	30	30	
Swinton Fitzwilliam Primary	315	45	45	
Swinton Queen Primary	315	45	45	
Thornhill Primary	315	45	45	
Thorpe Hesley Primary	478	70	70	
Thrybergh Fullerton CE Primary Academy	114	16	16	Governors to consider changing distance measurement tie-breaker to align with LA.
Thrybergh Primary – Academy	245	30	30	PAN for FS2 reduced to 30 from 2015/16 and FS2 cohorts thereafter
St Gerard's Catholic Primary – Academy	140	20	20	
Thurcroft Infant	225	75	75	Phased PAN from FS2 2014 and FS2 cohorts thereafter
Thurcroft Junior Academy	280	70	70	
Todwick J&I	210	30	30	
Treeton CE Primary	315	45	45	
Trinity Croft CE Primary – Academy	125	16		
Wales Primary	270	30	30	
Wath CE Primary	315	45		Phased PAN from FS2 2014 and FS2 cohorts thereafter
Wath Central Primary	420	60	60	
Our Lady & St Joseph's Catholic Primary	210	30		
Wath Victoria J&I	280	40	40	
Wentworth CE J&I	112	16	16	
West Melton J&I	180	30	30	
Whiston J&I – Academy	210	30	30	
Whiston Worrygoose J&I – Academy	210	30	30	
Wickersley Northfield Primary – Academy	420	60	60	
St Alban's CE – Academy	210	30		
Woodsetts J&I	210	30	30	

## SECONDARY SCHOOLS

School	Net Capacity Figure	Admission Number 16/17	Proposed Admission No 17/18	Comments
Aston Academy	1650	300	300	
Brinsworth Comprehensive - Academy	1487	255	255	
Clifton Community School	1250	250	250	
Dinnington High School – Academy	1444	252	252	
Maltby Academy	1250	200	200	
Oakwood High School – Academy	1050	210	210	
Rawmarsh Community School - Academy	1075	222	222	
Swinton Community School	1320	226	226	
Thrybergh Academy and Sports College (Secondary campus)	704	140	140	
Wales High – Academy	1586	256	256	
Wath Comprehensive	1800	300	300	
Wickersley School and Sports College - Academy	2403	330	330	Phased PAN for Y7 2016/17 and subsequent Y7 cohorts thereafter
Wingfield Academy	845	170	170	
Winterhill School	1577	270	270	
St Bernard's Catholic High - Academy	700	140		
Saint Pius X Catholic High	685	130		

## ADMISSION NUMBER FOR SIXTH FORMS

<b>School Name</b>	<b>Admission Number for Y7-Y11</b>	<b>Proposed Admission Number for New Y12 Pupils 2017/18*</b>
Aston Academy	300	45
Brinsworth Comprehensive – Academy	255	38
Dinnington High School – Academy	252	37
Maltby Academy	200	30
Swinton Community School	226	34
Wales High – Academy	256	38
Wath Comprehensive	300	45
Wickersley Schools and Sports College - Academy	330	50

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

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