

**ROTHERHAM METROPOLITAN BOROUGH COUNCIL -
LOCAL ADMISSION FORUM – AUTUMN TERM 2019**

CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE ADMISSION YEAR 2021/22.

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 2021/22. 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 2019	Governing bodies consider the arrangements which will apply.
------------------	--

By 22 nd November 2019	All relevant details to be forwarded to the LA.
-----------------------------------	---

9th December – 24th January 2020 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 21 st February 2020	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 2020/21 are shown at Appendix 1.

There are no proposed changes to the admission criteria for 2021/22.

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

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.

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

Further General Points

All infant, J&I and Primary schools need to continue to be mindful of the need to maintain classes from FS2 to Y2 at 30 or less, with the exception of excepted pupils as stipulated under the Admissions Code 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 254831.

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

In accordance with the School Admissions Code 2014, parents may, **in exceptional circumstances**, seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health.

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

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

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

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

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

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

Parents may wish to consider deferred or part-time entry within the normal year of admission as an alternative option. Parents/carers may request that their child's entry be deferred until later in the same school year, and the place is held for that child and is not available to be offered to another child. Parents/carers can defer the date their child is

admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents can also request that their child takes up the place offered on a part-time basis until the child reaches compulsory school age.

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

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

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

iii) **Co-ordinated Admission Arrangements**

The Authority co-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 2020/21 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.

Action: To note the information.

iv) **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 2020/21.

Action: No action required

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

The information contained in the booklets is freely available on the Local Authority Website www.rotherham.gov.uk/schools along with details on how to make an on-line-application. The Authority is currently able to satisfy above 90% first preferences for primary and

secondary schools. Where parents are unsuccessful with their application separate guidance is available on the appeal procedures. Hard copies of the booklet are only provided upon request. All parents receive a letter explaining how to apply for a school place. The letter advises parents/carers to have read and taken regard of the admissions booklet available on the council website before submitting their application.

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

vi) 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 previous objections to this and no change to the 'relevant area' is proposed for consultation on admissions in 2021/22.

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

vii) In Year Admissions Policy

The Local Authority devised an In Year Admission Policy as part of the 2019/20 consultation. There are no planned changes to this for 2021/22.

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

The admission criteria for community and controlled schools for 2020/21 is shown below. (There are no proposed changes for 2021/22).

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 who have a specific medical reason confirmed by a medical practitioner which the Authority is satisfied makes attendance **at that particular school essential**. Parents should ensure that they attach full supporting information to the Common Application Form.
- iii) Children with a compelling social reason which the Authority is satisfied makes attendance **at that particular school essential**. The kinds of overriding social reasons which could be accepted are where there is evidence that the pupil's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they attach full supporting information to the Common Application Form.
- iv) Children in attendance at Y2 in the associated Infant School.
- v) Children who on the closing date live in the catchment area of the school as defined by the Authority 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 2021.
- 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 2021.
- 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
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) will gain a place at the school named in the Plan 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/schools

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

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

Applying for 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

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

School	Net Capacity	Admission Number 2020/2021	Proposed Admission Number 2021/2022	Comments
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	210	30	30	
Badsley Primary	630	90	90	
Blackburn Primary	316	56	56	
Bramley Grange Primary – Academy	315	45	45	
Bramley Sunnyside Infant	270	75	75	
Bramley Sunnyside Junior	360	90	90	
Brampton Cortonwood Infant	150	50	50	Phased PAN from FS2 2017 and FS2 cohorts thereafter
Brampton the Ellis CE Primary	483	40/90	40/90	
Brinsworth Howarth J&I	240	30	30	PAN reduced to 30 as Waverley Junior Academy opens September 2020
Brinsworth Manor Infant	240	80	80	
Brinsworth Manor Junior	320	80	80	
Brinsworth Whitehill Primary	350	45	45	
Broom Valley Primary	420	60	60	
Brookfield Junior Academy	315	45	45	
Canklow Woods Primary – 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	28	
East Dene Primary - Academy	350	45	45	PAN Reduction to 45 commenced 2017 in FS2 and subsequent FS2 cohorts thereafter
Eastwood Village Primary -Academy	315	30	30	
Ferham Primary	210	30	30	
Flanderwell Primary - Academy	420	50	50	
Foljambe Primary Campus of Thrybergh Academy & SC	210	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	180	45	45	PAN reduction supported by LA due to low births.
Kiveton Park Meadows Junior	240	59	59	
Laughton CE Primary	105	15	15	
Laughton J&I	210	30	30	
Listerdale Junior - Academy	315	60	60	
Maltby Craggs Primary	420	60	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	30	
Meadow View Primary	300	40	30	PAN reduction due to low birth numbers.
Ravenfield Primary Academy	210	30	30	
Rawmarsh Ashwood Academy	210	30	30	
(Rawmarsh) Monkwood Primary	420	60	60	
Rawmarsh Rosehill Junior	240	60	60	
Rawmarsh Ryecroft Infant	180	60	60	
Sandhill Primary	270	30 (45 Temp)	30 (45 Temp)	Proposal to increase PAN to 45 in FS2 and subsequent FS2 cohorts thereafter subject to planning permission and annual admissions consultation.
Rawmarsh St Joseph's Catholic Primary	210	30	30	
Rawmarsh Thorogate J&I	210	30	30	
Redscope J & I	360	60	60	
Rockingham J&I	315	56	50	Pan decrease subject to successful consultation.
Roughwood Primary	336	56	50	Pan decrease subject to successful consultation.
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	315	45	45	
St Mary's Catholic Primary (Herr) – Academy	210	30	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	30	30	Phased PAN from FS2 2018 and FS2 cohorts thereafter
Thrybergh Primary – Academy	245	30	30	
St Gerard's Catholic Primary – Academy	140	23	23	
Thurcroft Infant	225	75	75	
Thurcroft Junior Academy	280	70	70	
Todwick J&I	210	30	30	
Treeton CE Primary	315	45	45	
Trinity Croft CE Primary – Academy	125	25	25	
Wales Primary	270	30	30	
Wath CE Primary	420	60	60	
Wath Central Primary	420	60	60	
Our Lady & St Joseph's Catholic Primary	210	30	30	
Wath Victoria J&I	285	45	45	
Wentworth CE J&I	112	16	16	
West Melton J&I	210	30	30	
Whiston J&I – Academy	210	30	30	
Whiston Worrygoose J&I – Academy	210	30	30	
Wickersley Northfield Primary – Academy	419	60	60	
St Alban's CE – Academy	210	30	30	
Woodsetts J&I	210	30	30	
Waverley Junior Academy	210 (420)	30	30	New School scheduled to open September 2020

SECONDARY SCHOOLS

School	Net Capacity Figure	Admission Number 20/21	Proposed Admission No 21/22	Comments
Aston Academy	1650	300	300	
Brinsworth Comprehensive - Academy	1487	270	270	
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	200	200	
Thrybergh Academy and Sports College (Secondary campus)	704	140	140	
Wales High – Academy	1736	310	310	
Wath Academy	1950	330	330	
Wickersley School and Sports College - Academy	2280	340	340	
Wingfield Academy	845	170	170	
Winterhill School	1300	270	200	Pan decrease due to falling cohort numbers.
St Bernard's Catholic High - Academy	700	155	155	
Saint Pius X Catholic High	685	130	130	

ADMISSION NUMBER FOR SIXTH FORMS

School Name	Admission Number for Y7-Y11	Proposed Admission Number for New Y12 Pupils 2021/22*
Aston Academy	300	45
Brinsworth Comprehensive – Academy	270	41
Dinnington High School – Academy	252	38
Maltby Academy	200	30
Swinton Community School	200	30
Wales High – Academy	310	47
Wath Academy	330	50
Wickersley Schools and Sports College - Academy	340	51

* 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)