Appendix 1

Admissions Arrangements for Entry to Community and Voluntary Controlled School 2026/27

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

Composite Prospectus

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

The composite prospectus can be found at Starting Primary School – Rotherham Metropolitan Borough Council

Co-ordinated Scheme

The Local Authority is required to co-ordinate all applications for children resident in the Borough in the normal admissions round and late applications for primary and secondary schools in their area. The normal admissions round is the period during which parents are invited to express 3 preferences for a place at any state funded school for entry to a relevant age group (the age group to which children are normally admitted - Reception year in an Infant, Junior & Infant or primary school and Year 3 in a Junior School. Details of the co-ordinated scheme must be published by 1 January in the determination year (this is the school year immediately preceding the offer year, so for entry to school in 2026/27, the determination year is 2024/25).

Details of RMBCs co-ordinated scheme can be found at School admissions – Rotherham Metropolitan Borough Council

In Year Applications

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

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

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

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

Relevant age group	Children born between	Application round open	National closing date	National Offer Day
Children entering reception	1 September 2021 and 31 August 2022	October 2025	15 January 2026	16 April 2026
Children transferring from an infant only school to year 3 in a different junior or primary	1 September 2018 and 31 August 2019	October 2025	15 January 2026	16 April 2026
Children transferring from primary to year 7 in secondary	1 September 2014 and 31 August 2015	July 2025	31 October 2025	2 March 2026
Children applying to transfer to a school with an atypical age of admissions in year 9 or 10	Children starting in the school year preceding the year of admission	Letters issued to parents of Y8 pupils before 12th September 2025.	31 October 2025	2 March 2026

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Starting Reception

All children are entitled to start school full time in reception in the September following their fourth birthday, where an application has been made and a school place offered. Parents can request that:

- the date their child is admitted to the school is deferred 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
- their child attends part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents considering requesting that their child is admitted outside of the normal age group must still make an application in the usual way by the specified closing date and should submit to RMBC alongside this a formal request for admission outside of the normal age group.

For community and voluntary controlled schools, for which RMBC is the admission authority, this request will be considered by officers from the local authority, taking account of the views of the head teacher. Information considered in making a decision will include parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Where RMBC is not the admission authority then parents should consult the admission arrangements in place for the school for further information about how requests for admissions outside of the normal age group are considered. Requests and accompanying information will be forwarded to the admissions authority for a final decision.

Parents are strongly recommended to discuss any requests with the head teacher of their preferred schools prior to submitting an application.

How places are allocated

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

All applicants must be offered a place where one is available. If there are more applicants than places available then these must be offered in accordance with the published oversubscription criteria, with children in the first criterion the most likely to get a place at the school. Places at LA maintained schools will be allocated using the admissions criteria given below for the

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relevant age group and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority as the admissions authority for the school.

Distance Criterion

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school. Highest priority will be given to those who, on the National Closing Date, live closest to the school measured in a straight line on a horizontal plane (commonly known as measurement, “as the crow flies”). Distance measurements are calculated (by the Local Authority Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Tie Breaker

Where places are being allocated based on the distance criteria or as part of the distance tie breaker, and there are insufficient places within the admission number for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative of the Local Authority independent of the School Admissions Team.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within the admission criteria to distinguish between them.

Catchment area

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

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

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

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

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

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names a school, and these children must be admitted to the school named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

1 Relevant Looked After Children and previously looked after children (see note (a) below for full definition).

2 Children who, on the closing date for applications, have a specific medical reason (see note (e)), confirmed by a medical practitioner, which the Local Authority is satisfied makes attendance at the **preferred school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.

3 Children who, on the closing date for applications, have a compelling social reason (see note (e)), which the Local Authority is satisfied makes attendance at the **preferred school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.

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

4 Children who, on the closing date for applications, live in the catchment area of the preferred school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2026 (see notes (b) and (c) below)

5 Children who, on the closing date for applications, live in the catchment area of the preferred school as defined by the Local Authority (see note (b) below)

6 Children who, on the closing date for applications, it is expected will have an older brother or sister on the roll of the preferred school or its associated Junior School in Years 1-6 at the start of the academic year 2026 (see note (c) below)

7 Children who, on the closing date for applications, live nearest to the preferred school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

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

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names a school, and these children must be admitted to the school named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

1 Relevant Looked After Children and previously looked after children (see note (a) below for full definition).

2 Children who, on the closing date for applications, have a specific medical reason (see note (e)), confirmed by a medical practitioner, which the Local Authority is satisfied makes attendance at the **preferred school** essential. **Parents** should ensure that they provide full supporting information to be considered along with their application.

3 Children who, on the closing date for applications, have a compelling social reason (see note (e)), which the Local Authority is satisfied makes attendance at the **preferred school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. **Parents** should ensure that they provide full supporting information to be considered along with their application.

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

4 Children in attendance at Y2 in the associated Infant School.

5 Children who, on the closing date for applications, live in the catchment area of the preferred school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 1 - 6 or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school at the start of the academic year 2026 (see notes (b) and (c) below)

6 Children who, on the closing date for applications, live in the catchment area of the preferred school as defined by the Local Authority (see note (b) below)

7 Children who, on the closing date for applications, it is expected will have an older brother or sister on the roll of the preferred school in Years 1 - 6 or a younger sibling on roll in Reception, Year 1 or Year 2 at the associated Infant school at the start of the academic year 2026 (see note (c) below)

8	Children who, on the closing date for applications, live nearest to the preferred school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

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

a) A ‘relevant looked after child’ is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

b) Places will be allocated based on your residential address on the closing date for applications. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence or where multiple applications are received.

c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer’s partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address.
- foster brother/sister resident at the same address.

d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.

e) Any applicant who wishes for information to be considered on the basis of Social or Medical criteria must provide the relevant information at the time of application. This

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could include a letter from a consultant and must evidence why the preferred school is the only school the child can attend. Applicants wishing to be considered under this category are strongly advised to make additional preferences for schools at which they have high priority in the admission arrangements. All evidence received will be considered by a panel of Local Authority Officers to determine whether attendance at the preferred school is essential.

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Waiting Lists

On the National Offer Day, the Admissions Team will establish a waiting list for all Infant, J&I, Primary and Junior schools in Rotherham where the number of applications for those schools has exceeded the available places for entry into Reception or Year 3 for a separate Junior school.

The Local Authority Admissions Team will administer the waiting list on behalf of all schools which will operate until the 31 December in the year of entry, at which point it will cease.

The child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is named as a higher preference than the school at which an offer has been made.

Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria, with no reference to the date of receipt of the application. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available it will be allocated to the child whose name is at the top of the waiting list on the day that the Local Authority receives written confirmation of the vacancy.

Repeat applications

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

Find your catchment area school

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

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

Further information

Please visit our website at School admissions – Rotherham Metropolitan Borough Council where you will find further information and an online contact us form if you need to get in touch.

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