



# Admissions Policy for Entry to School 2023/24

## Name of

**offered in an open and fair way.** The Code has the force of law, and where the words **'must'** or **'must not'** are used, these represent a mandatory requirement. Admission authorities and local authorities **must** also comply with the regulations and legislation set out in the Appendix to the Code.

In drawing up their admission arrangements, admission authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are fair, clear, and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

**How Admissions Work** **must** have admission arrangements that clearly set out how children are admitted, including the criteria that will be applied if there are more applications than places at the school. Admission arrangements are determined by admission authorities.

Admission authorities **must** set ('determine') admission arrangements and if any changes are proposed to admission arrangements, the admission authority **must** publicly consult on those arrangements. If no changes are made to admission arrangements, they **must** be consulted on at least once every 7 years.

Consultation **must** be for a minimum of 6 weeks and **must** take place between 15 October and **31 January** of the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for September 2023, consultation **must** be completed by 31 January 2022. This period allows parents, other schools, religious authorities, and the local authority to raise any concerns about the proposed admission arrangements.

Once all arrangements have been determined, arrangements can be objected to and referred to the Schools Adjudicator. Objections to admission arrangements **must** be referred to the Adjudicator by **15 May** in the school year before those arrangements are to apply (the determination year). For example: for arrangements which are to apply for

schools. The application can include schools outside the local authority where the child lives. A parent can apply for a place for their child at any state-funded school in any area. If a school is undersubscribed, any parent that applies **must** be offered a place. When oversubscribed, a school's admission authority **must** rank applications in order against its published oversubscription criteria and send that list back to the local authority.

All preferences are collated and parents then receive an offer from the local authority at the highest preference school at which a place is available. The offer is made on National Offer Day – this is **1 March** for secondary schools (or the next working day where 1 March falls on a weekend or bank holiday), in the year in which the child will be admitted.

Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority **must** establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child. Further information is available on the Local Authority website <https://www.rotherham.gov.uk/schools-schooling/school-admission-appeals>. Email [schoolappeals@rotherham.gov.uk](mailto:schoolappeals@rotherham.gov.uk)

## **Determining Admission Arrangements**

Admission authorities are responsible for admissions and **must** act in accordance with the Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

## **Published Admission Number (PAN)**

As part of determining their admission arrangements, all admission authorities **must** set an admission number for each 'relevant age group'. (Relevant age group is the first year of entr 0 Tdne6 ( 1)2.rs

They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## **Oversubscription criteria**

The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose Education, Health and Care Plan names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of the Code).

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in the Code, to looked after children and all previously looked after children, including 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.

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. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear, and fair tie-breaker to decide between two applications that cannot otherwise be separated.

The Governing Body / Trust Board of an Academy is the Admissions Authority for their school. Places will be allocated using the admissions criteria given below and will be co-ordinated by the Local Authority. Places will be offered by Rotherham Local Authority on behalf of the Governing Body / Trustees.

The Local Authority Admission to Secondary School 2023 booklet contains information on all Rotherham schools and is a guide for parents

## **Closing Date for Receipt of Applications**

For Admission to Secondary School in 2023, the Government has deemed that the National Closing Date for receipt of applications will be **31st October 2022**.

Parents/carers should submit their secondary school application by **31 October 2022**.

Although Rotherham Authority will consider applications for Rotherham schools received up to and including 30th November 2022 in the first round of offers; if you have named a school in another Authority this may not be the case and your application may be deemed late if it was received after the national closing date.

## **How to Apply for a Secondary School Place**

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for 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 preferred school as named on the application form of the potential offer schools.

Children issued with an Education and Health Care Plan will gain a place at the school named in the plan as part of that process.

Information on the catchment area for the school can be obtained by contacting the School Organisation Team on (01709) 254831 or on the Local Authority website at:

[Finding and choosing a school – Rotherham Metropolitan Borough Council](#)

Catchment area list of streets and a map of the catchment (appendix 1)

## Admissions Criteria

### **A) Children with Special Educational Needs:**

A small number of children will have an Education Health Care Plan that names the school and these children must be admitted to the school if 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 Looked After Children and previously Looked After Children (see note (a) below).

the roll of this school in Years 8-11 at the start of the academic year 2023 (see notes (b), (c) and (d) below)

- 5 Children who, on 30 November 2022, live in the catchment area of this school as defined by the Authority (see note (b) below)
- 6 Children who, on 30 November 2022, it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2023 (see notes (c) and (d) below)
- 7 Children who, on 30 November 2022, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools as identified by the Authority. (see note (f) below)
- 8 Children who, on 30 November 2022, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

## Notes

- 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 **30 November 2022**. 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 Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child’s ordinary place of residence.
- 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) Wickersley School and Sports College will no longer consider children who will be in Years 12 and 13 in September 2023 as qualifying siblings for a younger child applying to join the school in Year 7.
- e) 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.
- f) **Associated Primary Schools for Wickersley School and Sports College**

Below is a list of our catchment area and associated Primary, Junior and Junior and Infant Schools.

Bramley Grange, Bramley Sunnyside, Flanderwell, Listerdale, St Albans, Wickersley Northfield.

## **Waiting Lists**

On the National Offer Day of 1 March 2023, 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.

The Local Authority Admissions Team will administer the waiting list on behalf of this school which will operate until the 31 December 2023 when it will cease.

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

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



Y8: 343

Y9: 345

Y10: 366

Y11: 348

Any application for an in-year school transfer should be made via the Local Authority Admissions Team in the first instance. The Local Authority will co-ordinate in-year transfers for most of the schools in Rotherham. Further information and the relevant application form is available on the Authority website:

[Transferring School during the school year – Rotherham Metropolitan Borough Council.](#)

A paper copy of the application form can be requested from the Admissions Team:

Telephone 01709 823777

or

E-mail [admissions@rotherham.gov.uk](mailto:admissions@rotherham.gov.uk)

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September which is received prior to this date will be considered as having been received on 1<sup>st</sup> May.

You will be notified in writing of the outcome of your application. This decision will usually be sent on behalf of the Governing Body (as the Admissions Authority) by the Local Authority Admissions Team.

It should be noted that it is the Local Authority'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.

### **Information on Appeals**

Where it is not possible to offer your child a place at the school you have applied for, you will receive a letter advising you of the reasons for this decision. This will usually be sent on

Local Authority Admissions Team (01223) 732002 (i) 2507 ad (p) 2-2 (i) 2. 1105 (a) 8 (b) 2]



Rotherham

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Contact an Admissions Officer on (01709) 823777

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

**APPEALS CLERK**

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<b>WICKERSLEY SCHOOL AND SPORTS COLLEGE</b>
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Acrewood Drive  
 Acacia Avenue  
 Acacia Grove  
 Acorn Way  
 Air Mount Close  
 Aireton Close  
 Aldam Chase  
 Alderwood Close  
 Aldred Close  
 Almond Glade  
 Archery Close  
 Ash Grove  
 Ashfield Drive  
 Ashfield Way  
 Askam Court  
 Askam Road  
 Austen Drive  
 Avill Way  
 Badsworth Close  
 Badsworth Place  
 Badsworth Way  
 Balk Lane  
 Balmer Rise  
 Balmoral Way  
 Barton Close  
 Bawtry Road **(to motorway Hellaby)**  
 Bay Tree Avenue  
 Beccles Way  
 Beech Avenue  
 Beech Grove  
 Belcourt Road  
 Belford Close  
 Belford Drive  
 Belvedere Parade  
 Bentley Road  
 Bigby Way  
 Birch Crescent  
 Black Carr Road  
 Blackthorn Avenue  
 Blake Close  
 Blenheim Close  
 Blenheim Court  
 Bluebell Wood Lane  
 Blueberry Court  
 Bracken Court  
 Bramble Close  
 Bramley Grange Crescent  
 Bramley Grange Drive

Bramley Grange Rise  
 Bramley Grange View  
 Bramley Grange Way  
 Bramley Park, Church Lane  
 Brecklands **(Wickersley)**  
 Brecks Crescent  
 Brecks Lane **1-28 A+B consec, 29a,29b, 29-52 consec + farm**  
 Brecon Rise  
 Briar Court  
 Briarwood Gardens  
 Broadlands  
 Broadlands Crescent  
 Brook Lane  
 Brook Lane Croft  
 Brookhaven Way  
 Broom Close  
 Brunswick Drive  
 Butterfly Nook  
 Cambron Gardens  
 Canary Court  
 Cavendish Close  
 Cedar Avenue  
 Central Avenue  
 Cherry Tree Crescent  
 Chestnut Close  
 Chestnut Court  
 Chevril Court  
 Church Court  
 Church Lane **(Bramley)**  
 Church Lane **(Wickersley)**  
 Church Lane Mews  
 Church View  
 Churchfield Drive  
 Coal Riding Lane  
 Companions Close  
 Companions Court  
 Constable Close  
 Coppins Close  
 Coquet Avenue  
 Coltishall Avenue  
 Craig Walk  
 Crosby Avenue  
 Cross Street  
 Cutlers Walk  
 Dale Road

Dalton Magna  
 Dapple Grove  
 Davy Drive **EMC P MCD fhT3Td( )TJ**  
 Fairways  
 Far Dalton Lane  
 Fardell Gardens  
 Farrington Court  
 Fern Court  
 Fern Hollow  
 Ferndale Drive  
 Fielding Drive  
 Finch Gardens  
 First Lane  
 Flanderwell Avenue  
 Flanderwell Court  
 Flanderwell Gardens  
 Flanderwell Lane (inc Balmoral Court)  
 Flash Lane  
 Fleming Gardens  
 Fleming Way  
 Forrester Close  
 Foster Road  
 Freeman Road  
 Frogmore Close  
 Gainsborough Close  
 Gaunt Close  
 Gaunt Drive  
 Gaunt Road  
 Gibbing Greaves Road  
 Gill Close  
 Gillott Dell  
 Gillott Lane  
 Goose Lane  
 Gorseland Court  
 Grange Court  
 Grange Mews



Scarborough Road  
Scholey Road  
Searby Road  
Second Lane  
Sedge Close  
Sexton Drive  
Sheepcote Road  
Sheep Dike Lane  
Sherbourne Avenue  
Silverwood Close  
Silverwood Walk  
Sitwell Lane  
Sitwell Terrace  
Slack Lane  
Sledgate Drive  
Sledgate Lane  
Sorby Way  
Sorrell Road  
Spring Vale Close  
Springfield Road  
Spruce Avenue  
St. Alban's Way  
St. Andrew's Close  
St. Francis Close  
St. John's Avenue  
St. John's Court  
Stamford Road  
Stone Crescent  
Stonely Brook  
Stratford Way  
Sycamore Avenue  
Sycamore Farm Close  
Sylvester Avenue  
Tanfield Way  
Temple Crescent  
The Brow  
The Centre

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