

ADMISSION ARRANGEMENTS

2016-2017



1. Admission Arrangements

Sheffield Springs Academy operates within the statutory Admissions Code of Practice. The Academy's admission arrangements include oversubscription criteria and other detailed information that explains how the Academy manages the function.

Although Sheffield Springs Academy has a Christian foundation, it is not designated as a 'faith school'.

2. Special Educational Needs

Section 324 of the Education Act 1996 places a requirement on Sheffield Springs Academy to admit a child with a statement of special educational needs that names the Academy as their preference whether the Academy has places or not.

3. Oversubscription

Sheffield Springs Academy subscribes to and follows the Sheffield City Council Oversubscription criteria. In the event of oversubscription, the following categories will be prioritised for places:

i) **Priority One** **Children in Public Care (Looked after)**

Sheffield Springs Academy prioritises the admission of 'looked after children' or 'previously looked after children' at the time of making an application to the Academy. 'Looked after children' and 'previously looked after children' are children who are in the care of, or accommodated by the Local Authority, or who have been adopted or made subject to a residence or special guardianship order immediately after being looked after. These terms are fully defined in the School Admissions Code 2012.

Children in Public Care – Admissions outside the normal admission round

In accordance with the Code, 'looked after children' and 'previously looked after children' will be prioritised for admission at Sheffield Springs Academy outside the normal admissions round.

ii) **Priority Two** **Catchment area with Sibling**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area (see appendix A) and who will have a brother or sister at the preferred school on the day of admission will be considered next.

The definition of a sibling for these purposes is given at iv) below.

This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

iii) **Priority Three** **Catchment Area**

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but who will not have a sibling at the preferred school at the point of admission will be considered next.

In the event of oversubscription, tie-breakers will be used as described below.

**iv) Priority Four
Siblings**

A sibling is a child who permanently or usually lives at the same address as:

1. a brother and/or sister
2. a stepbrother and/or stepsister (to include half brother/sisters)

and in both cases will be attending the preferred school at the point of entry.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

**v) Priority Five
Contributory Feeder School (Year 6 to Year 7 only)**

Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories 1, 2, 3 or 4 above will be considered next.

Parents are advised in the Composite Prospectus issued by Sheffield CYPD 'A guide for parents' that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.

Designated Feeder Schools:

- Arbourthorne
- Gleadless
- Norfolk Park
- Prince Edward

vi) Priority Six

Children of Services personnel will be prioritised after looked after children and before those who meet the other criteria where an application is received outside the normal admission round.

**vii) Priority Seven
All other applicants**

Any applicant who does not fall into one of the above categories will be considered next.

Tie Breakers

For any admission category that is oversubscribed there are two stages of further consideration.

a. Exceptional medical, social or special educational needs

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Admission Committee (AC) but only within its admission category. It is the parent's responsibility to provide supporting evidence.

The applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Authority to consider whether an individual case constitutes exceptional circumstances to be prioritised. In any event, the evidence must

support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Applications will only be submitted to the Admission Committee for consideration under this heading if they are accompanied by supporting evidence.

b. Distance

In circumstances where exceptional circumstances (as set out in a. above) are not demonstrated, the final tie-breaker will be the distance from the home address to the school building. This is a straight line measurement from the centre of the house to the centre of the school building.

Where the remaining place could be made for a number of children living equidistant from the school, the determination of the single offered will be made by random allocation:

The random allocation will:

- i. Be independently supervised by a representative of the Local Authority's Legal and Governance Service;
- ii. Take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

4. Equal Preference

The statutory Admission Code of Practice made the practice of offering places on a 'first preference first' basis unlawful. Sheffield Springs Academy operates an Equal Preference system when determining the final school offer. This means that each of the three preferences will be considered as equal preferences and oversubscription criteria applied to each preference irrespective of ranking. The ranking of the preferences is relevant only where the applicant is eligible for more than one school. In this case a place will be offered at the highest ranked school for which the child is eligible.

5. Waiting Lists

A waiting list will be maintained by Sheffield CYPD for transfer to secondary schools (Year 7).