



Sheffield Springs Academy

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Part of United Learning

Admissions Policy

for Entry from September 2025



Sheffield Springs Academy

Hurlfield Rd, Sheffield S12 2SF



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Introduction

The Academy is a local community school and will consider all applications from parents/carers who wish to send their children to this school.

Sheffield Springs Academy is a member of United Learning which has a Christian ethos of bringing out the 'best in everyone'. Sheffield Springs Academy in keeping with the group ethos believes in the concept of 'open and fair' admission for all, including the open and fair allocation and offering of places.

The Academy ensures that policies and procedures reflect this and are in line with the revised Schools Admission Code and Regulations, (February 2012) - as part of Section 84 of the Schools Standards and Framework Act (1988) and all other relevant statutory guidance and legislation, including the statutory admissions and appeals code of practice. We are committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). The Academy will take part in the admissions forum set up by Sheffield Local Authority ("LA") and have regard to its advice and will participate in the co-ordinated admissions arrangements operated by the LA.

This policy is reviewed regularly by the Academy's senior management team and the governing body as legally required.

This admissions policy forms an annex to the funding agreement between United Learning and the Secretary of State.

Admission Arrangements

The Academy accepts students of all faiths and none. Sheffield Springs Academy offers free education for up to 240 students in Year 7, 240 in Year 8, 210 in Year 9, 210 in Year 10 & 210 in Year 11, from September 2025. Every place is free of charge and open to students of all abilities.

The Academy may set a higher admission number than its PAN (Published Admission Number) for any specific year after consultation with the LA, other named admission authorities within the LA, the governing body and any primary or secondary schools within the area required for consultation. The current Pan for each year is as follow; Year 7 – 240, Year 8 – 240, Year 9 – 210, Year 10 – 210 & Year 11 – 210.

The Application Process

Sheffield Springs Academy participates in the 'Coordinated Scheme' operated by the local authority, Sheffield City Council. There is no separate Academy application form to complete.



Applications for entry to Year 7

Parents of Year 6 children applying during Y6 for a place in Y7

Parents apply for a place for their child by completing the local authority's Common Preference Form and return it to the local authority by the closing deadline of 5 p.m. on 31st October. Applications can be made on a paper form or online. The local authority then passes the applications to the Academy for consideration. The National Secondary Offer Day is 1st March and, on that day, the local authority sends out emails and letters for those who have done paper applications, notifying parents of the school where their child has been allocated a place. The information is also made available online via the local authority website.

If the number of applications for admissions is greater than the PAN the following process occurs:

Following the allocation of places to children who have an Education, Health and Care (EHC) Plan which names the school as appropriate provision, when there are more applications for places than there are places available, priority will be given in the following order:

Oversubscription Criteria

- 1. Looked After Children** – children in public care (looked after children) and 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). This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. (see full definition in Appendix 1);
- 2. Sibling link** – children who, at the time of their admission, will have an older sibling attending the Academy in Years 7 to 10 on National Secondary Offer Day. A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. A sibling link does not apply to cousins or other more distant relations or to any sibling living at a different address. A twin or children from a 'multiple birth' will be given a sibling link as soon as the first child is allocated a place. This is to avoid the situation where only one sibling of a multiple birth is successful in obtaining a place;
- 3. Medical Conditions** – children who, at the time of their admission have a diagnosed medical condition which could be supported by attending Sheffield Springs Academy.
- 4. Children living nearest to the school**, as measured by straight line distance - distances are measured on a straight-line basis from the address point of the child's permanent address to the address point of Sheffield Springs Academy, using a geographical information system. In the event of two or more distances being the same, random allocation will be used to decide the priority given to each application.



The child's permanent address is where he or she normally lives and sleeps and goes to school from on the majority of school nights (Sunday – Thursday). Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn, and the application cancelled.

Late Applications

Late applications will be processed after all on-time applications have been processed.

Waiting List

Where there are more applications than the number of places available, a waiting list will operate until 31st December. The list will be kept in strict order according to the oversubscription admissions criteria. If a place becomes available and there is no one on the waiting list, the place will be offered to the next applicant. The waiting list will be open to any parent/carer to ask for his/her child's name to be placed on the waiting list, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year but have been refused.

Appeals

Parents/carers have a right of appeal to an Independent Admission Appeals Panel if they are dissatisfied with an admission decision of the Academy. The arrangements for the appeal will be in line with the School Admission Appeals Code as published by the Department for Education. The determination of the appeal panel will be binding on all parties.

We participate in the Local Authority Co-Ordinated Scheme for In Year admissions. Please find the link for the appeals process via the Local Authority:

<https://democracy.sheffield.gov.uk/documents/s65871/8.4%20Appendix%20C%20-%20Co-ordinated%20scheme%20for%20Secondary%20Schools%202025%202026.pdf>

Withdrawal of Places

The offer of a place at the Academy may be withdrawn if:

- It has been offered in error;
- It is established that the offer was obtained through a fraudulent or intentionally misleading application;
- The parent/carer has not responded to the offer by 1 July nor responded to two written communications from the Academy/local authority.



In-Year Admissions

The In-Year application process is for parents applying for a school place during the academic year rather than at the usual transfer point of September entry into Year 7. The Local Authority (Sheffield City Council) coordinates the allocation of in-year places. Applications are made on the SCS's In-Year Application Form and can be filled in online or on paper and returned to the local authority.

In-Year Waiting List

In-Year places which become available are filled from the In-Year Waiting List using the same process as for new intake Year 7 admissions i.e. in accordance with the oversubscription criteria. Parents/carers whose in-Year application is unsuccessful are entitled to appeal to the Independent Admission Appeals Panel if they are dissatisfied with the admission decision of the Academy.

Fair Access Admissions

The Academy will follow the Fair Access Protocol as determined by the local authority to ensure that Permanently Excluded students will receive a school place, in-line with Sheffield FAP protocols. There is no managed moves process within Sheffield.

Annual Procedure for Determining Admission Arrangements

The Academy will determine and publish the Admission Arrangements annually, after a period of consultation as set out in the School Admissions Code, on or before the 28 February for admission in September of the following year.

Children from Overseas

Applications for children coming from overseas must be treated in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Further guidance can be found [here](#). Clarification on eligibility and entitlements, updated in Nov 2017, can be found [here](#).



Appendix 1 – Glossary This is a glossary of terms used within this policy.

Coordinated Scheme

The process by which local authorities' coordinate the distribution of offers of places for schools in the local area.

Definition of Looked After Children (also known as children in care) and previously looked after children

A 'looked after child' is a child who is:

- a) in the care of a local authority, or
- b) being provided accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of their application to a school
- c) 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). This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. (Paragraph 1.7 of the Code)

Definition of Sibling

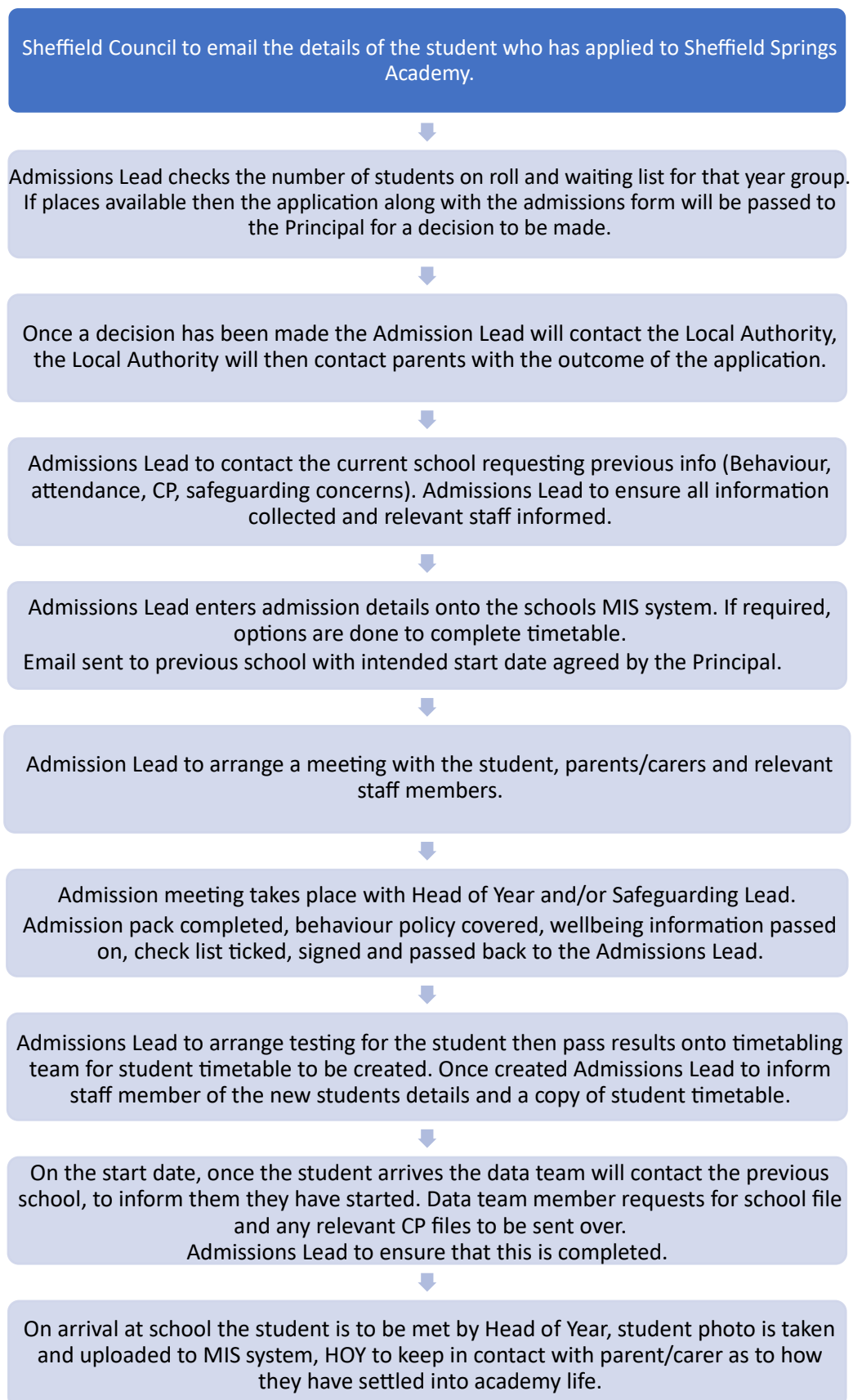
A sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address. A sibling link does not apply to cousins or other more distant relations or to any sibling living at a different address. A twin or children from a 'multiple birth' will be given a sibling link as soon as the first child is allocated a place. This is to avoid the situation where only one sibling of a multiple birth is successful in obtaining a place.

Definition of Medical Condition

Medical condition means any long-term injury, illness or disease which would have caused any ordinary prudent person to seek treatment, diagnosis, care, medical advice or treatment. Details including confirmation of a medical condition maybe required if you are applying for a place under this criterion.



Appendix 2 - In Year Transfer Admission Process



Publication

The Academy will publish admission arrangements each year through the Local Authority and on the Academy website.

Copies and details of this policy will be available in the Academy prospectus and will be shared with all relevant primary schools.

Copies will be made available without charge on request, hard copies are available from the school office.



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