



**Sheffield Springs Academy**

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## **School Admission Arrangements for Sheffield Springs Academy for 2023/ 2024**

## Sheffield Springs Academy Admission Arrangements for the Academic Year 2023/24

### 1. Admission Arrangements

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

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

The school has an admission number of 210 for entry in Year 7 in September 2024. The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

### 2. Special Educational Needs

Pupils whose Education, Health and Care (EHC) plan names the school will be admitted. The number of available places in Year 7 will be reduced accordingly.

### 3. 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 at Sheffield Springs Academy:

- **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 school. "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 child arrangement order or special guardianship order immediately after being looked after. These terms are fully defined in the School Admissions Code 2014.

- **Priority Two**  
**Catchment area with sibling**

The definition of a sibling for these purposes is given at (iv) below. 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. This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tiebreaker will apply within each category.

- **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. In the event of oversubscription, tiebreakers will be used as described below

- **Priority Four**  
**Siblings**

A sibling is a child who permanently or usually lives at the same address as: - 1. a brother and / or sister  
Page 3 of 5 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.

- **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 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 for Sheffield Springs Academy:

- Arbourthorne Community Primary School
- Gleadless Primary School
- Manor Lodge Community Primary School
- Norfolk Park Community Primary School
- Prince Edward Primary School

- **Priority Six**  
**All other applicants**

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

**A. Tiebreakers**

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

**B. 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 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.

**C. Distance**

In circumstances where exceptional circumstances (as set out in A above) are not demonstrated, the final tiebreaker 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:

- be independently supervised by a representative of the Local Authority's Legal and Governance Service
- 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 School Admissions Code made the practice of offering places on a "First Preference First" basis unlawful. Sheffield Park 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 up until December 31st (Year 7). If there remains a waiting list after that date, the Academy will maintain the waiting list until the end of the academic year.

Priority on the waiting list will strictly be in accordance the oversubscription criteria.

#### **6. Admission of Children outside their normal age group**

In accordance with the School Admissions Code, 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. Such requests should be discussed with the Principal of the Academy as early as possible in the admissions round.

Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned.

The Academy will take into account the views of the parent/carer; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether the child has 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. We will also take into account the views of the Principal of the Academy.

#### **7. In Year Applications**

Parents of students wishing to transfer to Sheffield Springs Academy in Year 8 – 11 should contact Sheffield Local Authority for an application pack.

#### **8. Taking a student on roll**

The Academy operates a strict entry criteria for all successful applicants. A successful applicant must provide valid identification in the form of a passport or birth certificate.

A successful applicant will be designated a start date and admitted on their first day of attendance at the Academy.

## **9. Statutory Right of Appeal**

Where unsuccessful in their application for a place at the Academy, parents have a statutory right of appeal against that decision. The appeal takes place before an independent admissions appeal panel and that panel's decision is binding on the parties.

The Academy follows the Local Authority's appeals procedures (link in appendix A).

## **10. Withdrawal of Place Offered**

The Academy may withdraw an offer of a place in the following circumstances where:

- The offer of a place is made in error;
- The parent has not responded, and after being given a further opportunity to respond (such further opportunity including reference to the fact that a lack of response may result in the place being withdrawn), has not responded to the offer within 14 working days;
- The offer was made based on fraudulent or misleading information.

### Appendix A:

Information regarding the catchment area for Sheffield Springs Academy can be found at <https://www.sheffield.gov.uk/home/schools-childcareschool-catchment-checker> or by calling Sheffield Secondary Admissions team.

Information regarding appeals can be found at <https://www.sheffield.gov.uk/home/schools-childcare/catchment-areas-over-subscribed-schools>