School Admission Policy

For the Academic Year 2028-29

Stocksbridge High School

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Changes to this edition

Updated academic year

1. Admission Policy

1.1 The admission authority for Stocksbridge High School is Minerva Learning Trust. The arrangements for admission into Years 7 to 11, either at the initial entry in September Y7, or in year admissions, are managed on behalf of the Trust by Sheffield Local Authority as part of the coordinated admission scheme which all schools in Minerva Learning Trust are part of. These arrangements are in line with legislation and statutory guidance (School Admissions Code 2021) and designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents through the application process.

1.2 The admission arrangements set out in this document include the over-subscription criteria and other detailed information that explain how the school manages this function. These arrangements will apply to all admissions for September 2028, including in-year admissions.

1.3 **Please be aware of the closing date for applications. This will have been communicated from Sheffield Local Authority.** The applications are made to Sheffield Local Authority. Any applications received after this date will be considered after those applications received before the closing date. We also strongly advise you to put a second and third choice, in case of situations where the school is oversubscribed.

1.4 Our annual Indicated Admission Number (IAN) is 180 for entry into Y7 in 2028.

1.5 Applying for a place

Stocksbridge High School welcomes all applications. Our principal admission is at the beginning of Year 7. We encourage entry at these times so as to aid the progression of the child academically without interruption.

Parents are encouraged to visit the school with their child if they are planning to apply for a place and we have a number of open days during the year. Arrangements for visits outside of these dates are made through the school office.

Children are admitted to the school using the criteria outlined by the Local Authority. Parents are invited to express a preference for the school and return the application to Sheffield Admissions Service at the Local Authority who will process the application on behalf of the school using the policy outlined in this document.

The Sheffield City Council guide for parents is available on their website (https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place). A guide is available there to download called **Transfer to Secondary Guide.** A leaflet that summarises the key points and dates is sent to every Y6 parent in the city.

Section 324 of the Education Act 1996 requires that Children with an Education Health & Care Plan (EHCP) that names the school, must be offered a place at the school regardless of whether the school has places or not. Stocksbridge High School complies fully with this requirement.

Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.

1.6 Children with Special Educational Needs or a Disability (SEND)

As stated above, schools must admit all children who have an EHCP (Education Health and Care Plan) where this school is named.

Children who have special educational needs but who do not have an EHCP will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments.

1.7 In-year admissions

The criteria for in-year admissions is the same for admissions at the start of the academic year.

Families Already in a Sheffield School
Stocksbridge High School participates in the Local Authority's Coordinated Admission Scheme for in year admissions. If a parent/carer of a child already on roll at a Sheffield school wishes to apply for a transfer to Stocksbridge High School, they must obtain a Sheffield LA transfer form from their current school for completion of Section 2. The application must then be sent to the Local Authority which will process the application on the parent/carer's behalf. The Local Authority will confirm the outcome within 15 school days. If the application is refused, the Local Authority will advise on the statutory appeal procedure. Details of the coordinated Admission Scheme and how in-year applications are managed can be seen at: https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place.html

The Sheffield City Council Admissions Team contacts are below:

Address: Pupil Admissions Floor 5 (South), Howden House 1 Union Street Sheffield S1 2SH

Telephone: 0114 273 5790

Email: ed-admissions@sheffield.gov.uk

Families New to the City

Families new to the City, where children are not currently being educated in a Sheffield school, should contact the Admissions Team, using the details above, to arrange an appointment to make an admission application.

1.8 In-year fair access protocol

Stocksbridge High School participates in the Fair Access Protocol which is implemented by our Local Authority. All Local Authorities are required to establish a protocol for placing vulnerable children over and above the normal admission procedures. The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements.

1.9 Appeals

Parents or carers can appeal to the independent appeal panel against refusal of admission to the school. The independent appeal panel will act in accordance with the framework set out in the School Admission Appeals Code 2012. In order to ensure a fair appeals process, the members of the panel are independent from the governing body, academy trust and local authority that made the original decision against the application.

A child is allowed to be on the school waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the admissions authority.

1.10 Waiting list

The Local Authority operates a waiting list for pupils who have been refused admission. The waiting list for entrance into Y7 is maintained until 31st December 2028. If parents do not secure a place at the school by this date, they can if they still wish to pursue a place, make a fresh in -year transfer by securing an application from your child's current secondary school.

The in-year Waiting List for year groups Y8-Y11 is maintained until the end of the academic year.

In both cases pupils refused admission will automatically be placed onto the waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children request a place on the waiting list, the list will be re-ordered in line with the oversubscription criteria. The child may gain entry to the school if the number of pupils falls below the admissions limit of the school.

If a child on the waiting list is offered a position at the school, they will be notified and will have the option of accepting or rejecting the place within 14 days.

1.11 Changes to admission arrangements

The admission arrangements for the school may be changed by the admission authority in accordance with the requirements of the School Admissions Code 2021. If any changes were to be proposed they would be subject to a statutory consultation procedure in accordance with the Code.

Parents must notify the school immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents must decide which address to give.

2. Oversubscription Criteria

All Admission Authorities must publish criteria which explain how places will be allocated if a school is oversubscribed. In the event of oversubscription the following categories will be prioritised for places at Stocksbridge High School, operated on the school's behalf by Sheffield Local Authority.

Priority One

- **Children in Care or Previously in Care (Statutory Requirement)**

All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this 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 this 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.

The Authority, in its capacity as Corporate Parent, will work closely with parents and carers of Looked After Children, or previously looked after children to ensure that the most appropriate school is made available that can best meet the needs of the child.

- **Children in Care or Previously in Care – Admissions outside the normal admission round.**

In accordance with the Regulations described above, Looked After Children and previously looked after children after will be prioritised for admission at their preferred school when an application is made for other year groups.

Priority Two - Catchment Area with Sibling

Children who normally reside with a parent or person with parental responsibility in the defined catchment area 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 in Priority Four 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.

Priority Three - Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but 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 describe below.

Priority Four - Non-Catchment Siblings

Any child not in priorities 1 to 3 who will have a sibling at the school will be considered next. A sibling is defined as a child who permanently or usually lives at the same address as:

- a brother and/or sister
- a stepbrother and/or stepsister (to include half-brother/sisters)

and in both cases will be attending the Stocksbridge High School at the point of entry.

Priority Five - Contributory Feeder School

Applicants whose children attend a designated feeder primary school but do not fit into any of the above categories, 2 to 4 above will be considered next. These are:

- Stocksbridge Junior School
- Deepcar St John's CE Junior School

Parents are advised in the Composite Prospectus "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.

Priority Six - All other applicants

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

3. Tie Breakers

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

3.1 Exceptional medical, social or special educational needs

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

The parent/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 further consideration if they are accompanied by supporting evidence.

3.2 Distance

In circumstances where exceptional circumstances 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 home address to a designated point 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 offer will be made by random allocation.

The random allocation will:

- be independently supervised by a representative of the 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. Appeals

Appeals for entry to Year 7 will be administrated by the Local Authority on behalf of the school and in line with the statutory Appeal Code of Practice. Appeals will be heard at following the process set out by Sheffield City Council. Parents and carers will be advised of the exact closing date for appeals applications and appeal procedures when they receive notification of the outcome of their application on 1 March 2028. Appeal Application Forms can be obtained from the Local Authority or downloaded from their website.

You will be notified of the date and time of your appeal in writing by the City Council. Schedules will be determined after the closing date for receiving appeals.

Please note that the appeal panel is independent of the school and the Local Authority and its decision is legally binding on both the school and on parents. For any further advice on the appeals process please contact the Admissions Team on 0114 273 5790 or email ed-admissions@sheffield.gov.uk.

5. Waiting Lists

A waiting list will be maintained until 31 December 2028 for a transfer to Stocksbridge High School.

Year 7 - Parents may remain on the waiting list beyond December if they wish and would be required to contact the Local Authority Admission Team.

6. Monitoring and Evaluation

The Trust Board will monitor the outcomes and impact of the School Admission Policy process on a regular basis through reports from senior leaders and consider evidence collated about the completion of the process, development accessed, equality impact and evaluation of impact on the delivery of services.

7. Equality Impact and Assessment

The Trust will carry out Equality Impact Assessments in order to ensure that policies, procedures and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that all policies, procedures and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved.