



Admissions Policy for Entry to School 2024/2025			
Name of School: Lowedges Junior Academy			
Admissions Authority: Aston Community Education Trust			
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School Admissions Code 2021

The purpose of the Code is to ensure that all school places for maintained schools and Academies (excluding maintained special schools and special academies) are allocated and 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

In summary, the process operates as follows:

All schools **must** have admission arrangements that clearly set out how children will be 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 annually. Where changes are proposed to admission arrangements, the admission authority **must** first 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 **1 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 entry in September 2024, consultation **must** be completed by 31 January 2023. This consultation period allows parents, other schools, religious authorities, and the local community 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 entry in September 2024, objections **must** be referred to the Adjudicator by 15 May 2023.

Any decision of the Adjudicator **must** be acted on by the admission authority and admission arrangements amended accordingly. The local authority will collate and publish all the admission arrangements in the area in a single composite prospectus.

In the normal admissions round parents apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three 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 **16th April** for Primary schools (or the next working day where 16th April falls on a weekend or bank holiday), in the year in which the child will be admitted.

The National Offer Day for admission in 2024/25 will be **16th April 2024**.

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.sheffield.gov.uk/schools-childcare/catchment-areas-over-subscribed-schools>

Email: ed-admissions@sheffield.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 entry – Reception year in a primary school).

Own admission authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. For a community or voluntary controlled school, the local authority (as admission authority) **must** consult at least the governing body of the school where it proposes either to increase or keep the same PAN. All admission authorities **must** consult where they propose a decrease to the PAN.

Community and voluntary controlled schools have the right to object to the Schools Adjudicator if the PAN set for them is lower than they would wish. There is a strong presumption in favour of an increase to the PAN to which the Schools Adjudicator **must** have regard when considering any such objection.

Admission authorities **must** notify their local authority of their intention to increase the school's PAN and reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admission authority decides that it is able to admit above its PAN, it **must** notify the local authority in good time to allow the local authority to deliver its co-ordination responsibilities effectively.

Admission authorities may also admit above their PAN through in-year admissions. The PAN only applies to the relevant age group. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. 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 Sheffield Local Authority on behalf of the Governing Body / Trustees.

The Sheffield Local Authority 'A Guide for Parents' booklet contains information on all Sheffield schools and is a guide for parents/carers to the admissions process.

Parents/carers are strongly advised to read the booklet and familiarise themselves with the process and the admission criteria given below prior to submitting their application.

<https://www.sheffield.gov.uk/sites/default/files/2022-09/entry-primary-school-2023-2024-guide-parents.pdf>

Closing Date for Receipt of Applications

For admission to primary school in 2024, the Government has deemed that the National Closing Date for receipt of applications will be **15 January 2024**.

Parents/carers **must** submit their primary school application by this date to be considered in the first round of offers made on the National Offer Day.

How to Apply for a Primary School Place

Parents/carers will first need to register on the Sheffield citizen portal

<https://ems.sheffield.gov.uk/CitizenPortal/en>

Once registered, parents/carers will be able to access all relevant information regarding the Sheffield schools' admissions and application process.

The Published Admission Number for entry to Reception for Lowedges Junior Academy is: 60

Places will be allocated in accordance with the LA's co-ordinated admissions schemes for Primary schools set out below.

Information on the catchment area for the school can be obtained by accessing the Sheffield school catchment checker:

<https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

Admissions Criteria

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names this 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 (see below)

B) For all other applications places will be allocated in the following order of priority:

Priority 1 children in care (previously in care)

Pupils who are, or have previously been in care but ceased to be so because they were adopted, became subject to a child arrangement order or a special Guardianship Order immediately following being in care.

Priority 2 catchment area with sibling

Children who normally reside in the defined catchment area who also have a brother or sister at the preferred school at the point of entry will be considered next.

Priority 3 catchment area

Children who normally reside in the defined catchment area of a school.

Priority 4 brothers or sisters (siblings)

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

- a brother and/or sister (including half brothers/sisters)
- a stepbrother and/or stepsister
- in both cases, will attend the preferred school at point of entry
-

Priority 5 other applications

Any child who does not fit into the above categories will be considered next.

Tie breakers

If the admission number is reached mid-category, there are 2 stages of further consideration carried out within the above outlined categories.

1. Where exceptional medical, social or special educational needs are demonstrated and evidenced by a professional.
2. If no exceptional circumstances are present; admissions are prioritised by the straight line distance from the centre of the home to the centre of the school building.

In-year Admissions – Transferring School During the School Year

In-Year Applications (school transfers)

The normal years for school entry applications are Reception, Year 3 in Junior Schools and Year 7 in secondary schools). If you want to apply for a school place outside normal school entry years you can apply for a transfer to another school. Any parent wishing to apply for a transfer must obtain a Common Transfer Form from their current school. You can apply for up to three schools.

The current school must complete Section 2 and send the application to the Admissions Team by email at ed-admissions@sheffield.gov.uk or by post:

Admissions
Floor
Moorfoot
S1 4PE

5,

West

Wing

Sheffield Local Authority will manage your application on your behalf. We aim to inform you of the decision for the school you have applied for within 15 school days and the reason for that decision. If it is not possible to offer a place at any of your preferred schools, we will give you advice on the statutory appeal procedure. The Co-ordinated Admission Schemes are available on request.

Information on Appeals

You are entitled to appeal for a place at any school which your child has been refused.

In order to have your case considered by an Independent Appeal Panel you must complete a Notice of Appeal Form for each school you wish to appeal for. Your child will remain allocated to the school named in your letter unless they are offered an alternative place from the waiting list or by the appeal panel.

The school appeals form can be downloaded via the following link:

<https://www.sheffield.gov.uk/sites/default/files/docs/schools-and-childcare/appeals/%28For%20Printing%29%20Appeal%20Form%20for%20Sheffield%20Primary%20and%20Secondary%20Schools.pdf>

General Information on Appeals

Important Information for Key Stage 1 Appeals (Reception / Foundation Stage 2, Year 1 and 2):

If your appeal is for admission to a Reception / Foundation Stage 2, Year 1 or Year 2 class, the law limits class sizes to 30.

There are restricted grounds on which Appeal Panels may allow appeals in these cases. The only three grounds for allowing your appeal in this instance are:

Ground 1: the admission of additional children would not breach the infant class size limit and/or;

Ground 2: the Panel finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and that your child would have been offered a place if the arrangements had complied or had been correctly and impartially applied and/or

Ground 3: the Panel decides that the decision to refuse admission was not one that a reasonable Admission Authority would have made in the circumstances of the case. What is

“reasonable” is a high test. The Panel needs to be sure that when your child was refused a place it was “perverse” or “outrageous”.

With regard to Ground 3, you must show that the Admission Authority either overlooked relevant information you had provided on your application for your preferred school; or took into account information not relevant to your application; or that the decision to refuse your child was not rational or logical based on the facts that you provided.

The Panel in reviewing the decision to refuse admission to your preferred school will need to be satisfied that it was “perverse or outrageous in light of the authority’s admission arrangements”. It must be emphasised that when reviewing this decision that the Panel can only consider information that you provided to the Admission Authority at the time the authority made the decision to refuse a place at your preferred school.

When completing the appeals form in respect of Key Stage 1 appeals, please note that whilst you can add information about why you first applied for your said school, the Appeal Panel can only consider what was put in your original school application form at that time and not any new reasons you may add about why you made your initial school application.

Your reasons for making this appeal are separate to this, and these will be considered in total by the Appeal Panel during the hearing. This information is not in any way intended to discourage you from appealing, as it is your legal right to appeal against the decision to refuse admission on class size grounds, however you need to be aware of the three limited grounds above on which an appeal may be upheld by an Appeal Panel.

You must address one or more of the three grounds above if you are appealing a decision to refuse admission on infant class size grounds. If possible, please state which ground/s (1, 2 and or 3) you are addressing in your ‘Grounds of Appeal’.

If you are unclear as to if the above relates to your appeal, please contact the Admissions Service or proceed to tell us why you are appealing for your said school as best and as clearly as you can.

Exceptions to Infant Class Size Appeals

Whilst the majority of appeals for Key Stage 1 year groups in schools are restricted by Infant Class Size, there are a small number of schools where their Key Stage 1 appeals are considered on prejudice grounds. Please contact the Admissions Service if you are not sure whether your appeal is based on Infant Class Size grounds.

FIND YOUR CATCHMENT AREA SCHOOL

You can use the school catchment checker to find your catchment area school on the following link:

<https://www.sheffield.gov.uk/schools-childcare/school-catchment-checker>

USEFUL CONTACTS

ADMISSIONS TEAM

Email: ed-admissions@sheffield.gov.uk or by post:

Admissions

Floor 5, West Wing

Moorfoot

S1 4PE

Tel: [0114 273 5766](tel:01142735766)

APPEALS CLERK

Email: schoolappeals@sheffield.gov.uk

Tel: 0114 273 4008

Policy Ratified by Governing Body / Academy Trust: 13th March 2024

