

Children, Young People and Families

Inclusion & Learning Service

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[www.sheffield.gov.uk/schooladmissions2018](http://www.sheffield.gov.uk/schooladmissions2018)

5 December 2016

Headteachers and Chairs of Governing Bodies of all Sheffield Schools and Academies

Dear Colleague

### FOR ACTION AND INFORMATION

**Re: School Admission Arrangements & Co-ordinated Admission Schemes for the 2018/19 Academic Year**

#### EXECUTIVE SUMMARY

This consultation document informs Governors, Headteachers, Principals and other stakeholders, of the City Council's proposed **Admission Arrangements** for Community and Voluntary Controlled Schools for the 2018/19 academic year. The arrangements include the Admission Oversubscription Criteria and the proposed **Co-ordinated Admission Scheme** for both Primary and Secondary processes.

There are a number of Admissions consultations taking place for the 2018/19 academic year including for the new school in the North of the City. A separate consultation for this school is being conducted by the Academy Trust.

All Admission Authorities are required to consult at least once every 7 years on their admission arrangements. Sheffield Local Authority last consulted on its admission arrangements in 2013/2014. Although minor amendments have been made since which were fully consulted upon.

This consultation invites responses on the Local Authority's oversubscription criteria and the proposed co-ordinated admission schemes.

The Local Authority is **not** proposing any changes to its existing oversubscription criteria for 2018/19.

Headteachers, Principals and Governing Bodies are invited to respond to the Local Authority's proposed admission arrangements for the 2018/19 academic year, including oversubscription criteria and full co-ordinated schemes for primary and secondary schools.

A full list of proposed Admission Numbers for 2018/19 is also provided with the consultation documentation.

**A summary of Sheffield's proposed arrangements for the 2018/19 co-ordinated admission scheme and full admission arrangements are provided below. All documents referred to in this briefing note can be viewed in full at:**

[www.sheffield.gov.uk/schooladmissions2018](http://www.sheffield.gov.uk/schooladmissions2018)

The consultation timetable is as follows:

November/January 2016/17	Consult on proposed co-ordinated scheme for 2018/19 and full arrangements for 2018/19. Consultation with Community, Voluntary Aided, Foundation Schools, Trusts, Academies, post 16 providers and neighbouring Authorities, parents of children aged between 2 and 18, other persons in the relevant area who may have an interest and adjoining neighbouring local authorities.
January/February 2017	Co-ordinated schemes must be determined by 1 January 2017 and Admission Arrangements for 2018/19 must be determined by 28 <sup>th</sup> February 2017.
February 2017	Present co-ordinated schemes and Admission Arrangements for 2018/19 to Cabinet Member for approval.

**If co-ordinated schemes are not agreed by 28 February 2017, the Secretary of State will impose one.**

If you have any queries or require any further clarification please do not hesitate to contact me.

I would be obliged if you would send any comments by email to [admissionsconsultation@sheffield.gov.uk](mailto:admissionsconsultation@sheffield.gov.uk)

Yours sincerely



John Bigley  
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## Sheffield City Council Proposed Co-ordinated Admission Schemes for 2018/19 Academic Year – A Summary

The Local Authority is under a statutory duty to co-ordinate admission applications for all Sheffield residents on behalf of all schools in the City in the “Normal admission round”. i.e. the first year that a child enters a school (Reception, Year 3 and Year 7). The scheme excludes admissions to maintained special schools.

The proposed co-ordinated admission schemes for 2018/19 confirm arrangements for:

- The “Normal admission round” i.e. Admission to Reception at a Sheffield primary or infant school and admission to Year 3 at a separate junior school for the 2018/19 academic year.
- **Both the proposed Primary and Secondary Schemes for 2018/19 can be viewed in full at the following web page:**

[www.sheffield.gov.uk/schooladmissions2018](http://www.sheffield.gov.uk/schooladmissions2018)

**The Local Authority must have a scheme in place each year. All schools including Community, Voluntary Controlled, Voluntary Aided, Trust and Foundation Schools must participate in the co-ordinated scheme. Academies are required by their funding agreements to participate in the scheme. If a scheme cannot be agreed, the Secretary of State will impose one.**

The co-ordinated scheme does not affect the rights and duties of governing bodies of **Voluntary Aided, Trust and Foundation** Schools to set and apply their own admission arrangements and oversubscription criteria nor for **Academies** to agree their own admission arrangements with the Secretary of State.

In order to provide every parent with an offer of one single place the Authority will also be working collaboratively with the Governing Bodies of the Catholic and Church of England schools.

### **Normal Admission Round**

The Local Authority will be the body that makes an offer of a single place to a Sheffield resident for Reception, Year 3 or Year 7 during the normal admissions round. The offer of a single place to a parent at a Sheffield primary school will be made on the national allocation date **1 March 2018** for Year 7 and on **16 April 2018** for Reception and Year 3.

# **Sheffield City Council Proposed Admission Arrangements for the 2018/19 Academic Year**

Sheffield City Council is the Admission Authority for all Sheffield Community and Voluntary Controlled schools. As Admission Authority the City Council must consult at least every seven years on admission arrangements. The City Council must also consult with Governors of Voluntary Aided, Trust, Foundation Schools, Academies and neighbouring Authorities.

Governors and Headteachers are invited to comment on the proposed admission arrangements for Community and Voluntary Controlled Schools for the **2018/19** academic year.

## **1. The Admission Oversubscription Criteria**

1.1 The Authority is required to publish details of clear and objective oversubscription criteria. These will be applied to determine which children can be offered places at a Community or Voluntary Controlled school if more applications are received than there are places available. Sheffield operates a catchment area based system to support the principle of “local schools for local children”. The catchment area system continues to receive support from the vast majority of Headteachers and Governors.

## **2. Arrangements for Children in Public Care**

### **2.1 Children in Care or Previously in Care**

All schools **must** have oversubscription criteria for each ‘relevant age group’ and the highest priority **must** be given to looked after children and all previously looked after children. 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).

#### **Admissions outside the normal admission round.**

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

## **3. Oversubscription Criteria**

3.1 The proposed oversubscription criteria for Sheffield Community and Voluntary Controlled Schools are as follows:

- 1 Looked After Children or previously Looked After Children
- 2 Attendance at a linked infant school (transfer to separate junior school only)
- 3 Catchment area with Sibling attending the School (only to be used where oversubscribed by catchment applications)
- 4 Catchment Area

5. Siblings of children refused a place at their catchment school
6. Siblings (Non catchment)
7. Attendance at a feeder primary school (transfer to secondary school only)
8. All other applications

**A more detailed explanation of each category is available at the web-site link provided above under “Proposed Oversubscription Criteria for 2018/19”.**

#### **4. Co-ordinated Admission Schemes**

- 4.1 This is the process by which the Local Authority co-ordinates admission applications in the normal year of entry for all parents residing in Sheffield. The scheme requires parents to complete a common application form.

The Local Authority co-ordinates applications for all maintained schools in its area, including academies and is responsible for notifying parents of the outcome of their application on the national offer day.

Local authorities **must** formulate and publish on their website a scheme by **1 January** in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.

Following any such consultation, the local authority **must** determine the qualifying scheme and **must** take all reasonable steps to secure its adoption. A local authority **must** inform the Secretary of State whether they have secured the adoption of a qualifying scheme by **28 February** in the determination year.

#### **5. Key dates for Secondary Admission for September 2018 – Normal Year of Entry**

##### **5.1 Closing Date**

The proposed closing date for applications is **31 October 2017**. This is a statutory date.

##### **5.2 Allocation Date**

The offer of a single place will be made on the national offer day of **1 March** preceding the year of entry or next available date if this is on a weekend. The allocation date for 2018/19 Year 7 admissions will be **1 March 2018**. This is a statutory date.

#### **6. Key Dates for Primary Admission 2018/19 – Normal Year of Entry**

##### **6.1 Closing Date for Applications for Reception**

The proposed closing date for applications for Reception places for 2018/19 is **15 January 2018**. This is a statutory date.

##### **6.2 Allocation Date for Applications for Reception**

The offer of a single place will be made on the proposed allocation date of **16 April 2018**.

### 6.3 Closing Date for Applications for Year 3

The proposed closing date for applications for Reception places for 2018/19 is **15 January 2018**. This is a statutory date.

### 6.4 Allocation Date for Applications for Year 3

The offer of a single place will be made on the proposed allocation date of **16 April 2018**.

## 7. In-Year Transfers

7.1 Parents may apply to transfer their child from one Sheffield school to another. There are many reasons why a parent may apply for a transfer but any such request should only be made after careful consideration. Parents sometimes apply for a neighbouring school after an issue that may have occurred at the current school. The transfer form requires the current school to “sign off” the transfer. This alerts the current school to any problems that might be addressed to avoid a transfer. A transfer can be detrimental to a child’s education and should be avoided wherever possible.

In circumstances where a place is offered at another Sheffield school, the receiving school may defer a start date until the **beginning of the following term**. There may be occasions where the transfer has to take place quickly and each Headteachers will have discretion, considering each case on its own merits.

In any event, the priority must be that the child is attending school.

## 8. Applications for Year 12 entry 2018/19 and transfer from Year 11

8.1 Where the Admission Authority intends to admit pupils from outside the school to Year 12 (The 6<sup>th</sup> Form), the admission arrangements should include an admission number for those that would be admitted to the school for the first time, together with details of entry requirements. It is not necessary for pupils already attending the school to apply for places in Y12, but they should be informed that the objective criteria should be met which may include a level of attainment at GCSE. Applicants refused admission are entitled to an appeal before an independent appeal panel.

Places for external students wishing to apply for a place in sixth form will be prioritized as follows assuming that the student is anticipated to achieve the minimum entry criteria:

1. Looked After or previously looked after
2. Exceptional circumstances
3. Attendance at a Sheffield maintained school or Academy
4. Applications from outside Sheffield or independent schools

The tie-breaker within each category is distance from home to school.

**9. Action Required by the Headteacher/Principals and Governing Body**

- 9.1 Responses are invited by **31<sup>st</sup> January 2017** so that they can be reported to the Cabinet Member in February 2017.

Any comments or observations on the proposed changes to current arrangements as described above would be welcomed.

The Governing Body is invited to consider and respond to the proposed oversubscription criteria, co-ordinated schemes and Sixth Form admission arrangements for 2018/19.

Responses should be made in writing to:

Pupil Admissions  
Inclusion & Learning Service  
Children and Young People's Service  
5th Floor, North Wing  
Moorfoot  
Sheffield S1 4PL

By Fax: 0114 2734155

 [admissionsconsultation@sheffield.gov.uk](mailto:admissionsconsultation@sheffield.gov.uk)