



***Co-ordinated
Admission Scheme
for
Primary Schools
2024 - 2025***

People Portfolio

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Introduction

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 year of Entry”. i.e. the first year that a child enters a school (Reception, Year 3 and Year 7). The scheme excludes admissions to maintained special and independent schools.

Co-ordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a place. Co-ordination establishes a mechanism that ensures that, as far as reasonably practicable, every parent of a child living in the local authority who has applied to a maintained school or academy is sent one, and only one offer of a school place by the Local Authority (Their Home Authority).

From the 2010/11 academic year, Local Authorities were required to formulate schemes for co-ordinating applications for the “Normal year of Entry”. This was extended to applications for admission to age groups other than the normal year of entry (“In Year Applications”) from September 2011. This requirement was removed from September 2013, however Sheffield Local Authority proposed to continue co-ordinating in-year applications for schools within Sheffield and this has been supported by Headteachers and endorsed by the City Wide Learning Body.

Effectively therefore, Sheffield Local Authority is responsible for co-ordinating all admission applications on behalf of all Sheffield residents, whether applying for schools in Sheffield or in another authority (only for Sheffield schools for In Year applications). This co-ordinated scheme explains how the Authority will carry out this duty in partnership with all schools in Sheffield and with neighbouring Authorities.

This co-ordinated scheme confirms arrangements for:

- The “Normal year of entry” i.e. Admission to Reception at a Sheffield primary or infant school and admission to Year 3 at a separate junior school for the 2024/25 academic year.
- All other “In-Year” applications.

Sheffield Local Authority must have a scheme in place each year. All schools including Community, Voluntary Controlled, Voluntary Aided, Academies and Foundation Schools must participate in the co-ordinated 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, Trusts, Foundation Schools and Academies** to set and apply their own admission arrangements and oversubscription criteria.

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

Foundation primary schools and Academies within the area of Sheffield and with neighbouring Authorities.

Sheffield Local Authority is the Admissions Authority for all community and voluntary controlled primary schools in the City.

The Governing Bodies of the Catholic, Church of England voluntary aided, Foundation and Academies are the admission authorities for those schools.

Any reference in this scheme to a primary school is also a reference to a separate infant or junior school.

Normal Year of Entry (Normal Admissions Round)

Sheffield Local Authority will be the body that makes an offer of a single place to a Sheffield resident for Reception or Year 3 during the normal year of entry (normal admissions round). The offer of a single place to a parent at a Sheffield primary school will be made on **16 April 2024**.

If a Sheffield resident makes an application for a school in another Authority, Sheffield LA will process that application on behalf of the parent and notify the parent of the outcome.

Definition of the normal admission round is the process by which:

- a) An application for the admission of a child to a relevant age group at a school is submitted in accordance with the requirements of the scheme.
- b) The relevant year group is Reception for separate infant and through schools and Year 3 for separate junior schools;

In-Year Admissions

Sheffield Local Authority will be the body that makes an offer of a single place to a Sheffield resident for any application for a year group other than the normal year of entry. Local Authorities are no longer required to co-ordinate in-year admissions but all Sheffield Schools have agreed to participate in a co-ordinated admission scheme for all other year groups.

Any Sheffield resident wishing to apply in-year for a school in a neighbouring Authority will be required to apply directly to that Authority.

References to the Local Authority mean Sheffield Local Authority.

A Applying for a school place – Normal Admission Round (see Annex 1 and 2 – Timetable)

- 1 All applications for admission to any primary school within Sheffield in relation to the academic year 2024/25 for Reception and Year 3 at separate junior schools must be made by applying online or on the common application form (CAF).
- 2 All parents will be invited to state up to three preferences for Reception and Year 3 places in rank order and give reasons for their preferences.
- 3 Parents can state preferences for any combination of the following Primary schools:
 - community
 - voluntary controlled
 - voluntary aided.
 - Foundation
 - Academy
- 4 The statutory closing date for applications for Reception and separate Junior Schools is 15 January each year.
- 5 Applications from residents in other local authorities for a Sheffield school must be made on their Home Authority's common application form. The Home Authority will then liaise with Sheffield and notify the parent of the outcome of their application.

B Procedure for Admission to Reception

- 1 The closing date for applications will be 15 January 2024. By 1 February 2024 Sheffield Local Authority will send details of applications to neighbouring authorities, Voluntary Aided and Foundation Schools and Academies, where schools in their area are stated on the application.
- 2 The respective admission authorities will apply their own admission criteria to determine eligibility and notify the Local Authority by 15 February 2024 of children who can or cannot be offered places.
- 3 Sheffield Local Authority will exchange potential offers with neighbouring authorities by 15 March 2024.
- 4 By 22 March 2024 Sheffield Local Authority will:
 - a) compare the lists of provisional offers for community and voluntary controlled schools against the lists of provisional places from the voluntary aided schools, Broomhill Infant (Foundation School), Academies and neighbouring authorities.

- b) make determinations on which provisional offer will be the single offer taking account of:
 - (i) provisional offers from voluntary aided schools and the Foundation School and Academies.
 - (ii) Provisional offers for any community or Voluntary controlled school in Sheffield.
 - (iii) Provisional offers for any school(s) in a neighbouring authority.
 - (iv) the ranking of the expressed preferences on the common application form
- 5 Where a child is eligible for more than one offer of a place, the parent will be offered the highest ranked of those offers as determined by their preferences made on the application.
- 6 At the end of this cycle of determining provisional offers it will be possible to identify those schools which are:
- a) undersubscribed; or
 - b) oversubscribed.
- For undersubscribed schools all preferences will have been met.
- For oversubscribed community and voluntary controlled schools the effect of the provisional offers in Voluntary Aided and the Foundation school to parents who also have a provisional offer at an oversubscribed community or voluntary controlled school will create vacancies at that school in the case where the provisional offer in the Voluntary Aided or Foundation school is ranked higher.
- Waiting lists for oversubscribed schools will be established. The waiting list will comprise of:
- a) applicants with no provisional offer;
 - b) applicants with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.
- 7 On 16 April 2024 all parents will be informed of their single allocated school.

C Procedure for Admission to Year 3 (Separate Junior Schools)

- 1 The closing date for applications will be 15 January 2024. By 1 February 2024 Sheffield Local Authority will send applications to Sheffield voluntary aided schools, the Foundation School, Academies and neighbouring authorities, where they are stated on the application.
- 2 The respective admission authorities will apply their own admission criteria to determine eligibility and communicate this to the Local Authority.
- 3 By 15 February 2024 Sheffield Local Authority will:
 - a) have completed a list of provisional offers for community and voluntary controlled schools
 - b) have received from the voluntary Aided primaries and Academies lists of children who can or cannot be offered places
- 4 By 15 March 2024 the Local Authority will:
 - a) compare the lists of provisional offers for community and voluntary controlled schools against the lists of provisional places from the voluntary aided schools and Academies.
 - b) make determinations on which provisional offer will be the single offer taking account of:
 - (i) provisional offers from voluntary aided schools and Academies.
 - (ii) Provisional offers for any community or Voluntary controlled school in Sheffield.
 - (iii) Provisional offers for any school(s) in a neighbouring authority.
 - (iv) the ranking of the expressed preferences on the common application form
- 5 Where a child is eligible for more than one offer of place, the parent will be offered the highest ranked of those offers as determined by their preferences on the application.
- 6 At the end of the first cycle of determining provisional offers it will be possible to identify those schools which are:
 - a) undersubscribed; or
 - b) oversubscribed.

For undersubscribed schools all preferences will have been met.

For oversubscribed community and voluntary controlled schools the effect of the provisional offers in Voluntary Aided schools to parents who also have a provisional offer at an oversubscribed community or voluntary controlled school will create vacancies at that school in the case where the provisional offer in the Voluntary Aided school is ranked higher.

In order to complete the allocations to schools with vacancies a second cycle of the procedure will be undertaken.

This second cycle of allocations will deal with waiting lists for oversubscribed schools where vacancies have arisen as a result of point (5) above. The waiting list will comprise of:

- a) applicants with no provisional offer;
- b) applicants with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.

7 By 22 March 2024 the Local Authority will:

- a) make determinations on which provisional offers will be made to applicants taking account of:
 - (i) The highest ranked preference
 - (ii) provisional offers for voluntary aided schools and the Foundation School; and
 - (iii) the waiting list for places at the school
- b) amend the list of provisional offers for each oversubscribed community and voluntary controlled school to take account of point (a) above
- c) inform separate infant and Junior schools of which offers are to be accepted or not accepted.

8 On 16 April 2024 all parents will be informed of their single allocated school.

D The offer of a place

- 1 The criteria for determining the offer of a single place at any primary school for which the child is eligible to be granted admission is given at Annex 3 to this scheme.
2. Parents will be invited to express up to three preferences on the application for a Reception or Year 3 places, in ranked order, and give reasons for their preferences.

Where an application contains fewer than three preferences, each will be considered under the same criteria as one that does contain three preferences.

3. All application forms for Reception and Year 3 must be returned to the Local Authority by 15 January 2024. Any applications sent to Voluntary Aided Schools will be forwarded to Sheffield Local Authority.
4. Parents residing outside Sheffield who wish to apply for a Sheffield school should apply directly to their "Home" Authority by completing their common application form.
5. Parents will only receive a single offer for admission into the Reception Year or Year 3 at a separate junior school. It will be assumed that parents will be accepting the allocated place unless written notice is received within 10 working days, to the contrary.
6. In the case where a parent fails to complete and submit CAF they will not receive a single offer on the national allocation date.
7. Nothing in this scheme prevents a parent of a child attending a through primary school making an application for admission to a different junior or through school when the child reaches the end of the infant stage of education (Year 2).
8. The attendance of a child at an infant school does not guarantee a place at the linked junior school. In the event that more applications are received than places available, the Authority will apply its published oversubscription criteria.
9. The relevant Admission Authority will determine whether the child is eligible for admission to the schools for which a preference has been expressed by applying its own published admission criteria.
10. Sheffield Local Authority will make all offers to all Sheffield residents on behalf of:
 - a) community and voluntary controlled schools for which it is the admissions authority; and
 - b) Voluntary Aided schools
 - c) Academies.
 - d) Broomhill Infant (Foundation) School
 - e) Neighbouring Authorities.
11. Prior to the offer date all Sheffield schools will be sent a list of those children who have been offered a place at the school. If children residing in other authorities are offered places the relevant Home Authority will be informed.

12. No acceptance of an allocation will be required from the parent where they accept that offer of a place. However, where a parent does not wish to take up the allocation they must inform the Local Authority within 10 working days.
13. Where the Local Authority cannot make a single offer for any of the preferences expressed by a parent resident in Sheffield, a place will be allocated to the child at the nearest community or voluntary controlled primary school, with places available, to their ordinary place of residence. (see Annex 5 below) This may or may not be the catchment area school and will depend on the availability of places.

E Applications outside of the normal admissions round

- 1 Sheffield Authority maintains a waiting list for the Reception year group for the entire academic year. Applications received within this time are considered to be within the “normal admissions round.” At the end of the Reception year parents wishing to apply need to re-apply on a Common Transfer Form as an “in year” applicant.

Sheffield Authority maintains a waiting list for the transfer to Junior until 31st July 2024. Applications received during this time are considered to be within the normal admissions round. Applications received from 1st September 2024 should be made on a Common Transfer Form and are considered as “in year” applications.

F Right of appeal

- 1 Any parent whose child is refused a place at a school for which they have applied, has the right to an independent appeal. The right to appeal also applies at times other than the normal times of entry to school (e.g. when families move into an area during the year). Parents who have missed the normal deadlines for applying for admission or who have had an offer of a place withdrawn also have a right to appeal if they are refused a place.

*(Where a child has been permanently excluded from two or more schools, a parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to children with statements of special educational needs, children who were below compulsory school age when excluded, children who were reinstated following a permanent exclusion and children who would have been reinstated had it been practicable to do so)

G Late applications

- 1 Late applications for Reception received by the Authority up to and including 31 January 2024 will be considered as being on time and will be allocated a school place on the offer day.
- 2 Late applications for Year 3 received by the Authority up to and including 31 January 2024 will be considered as being on time and will be allocated a school place on the offer day
- 3 All other late applications for Reception and Year 3 received from 1 February 2024 will be dealt with after 16 April 2024 in strict chronological order.

H Waiting lists – Normal Year of Entry

- 1 Sheffield Local Authority will establish a waiting list for all community and voluntary controlled primary schools where the number of applications for those schools has exceeded the places available in Reception or Year 3 at separate Junior Schools.
- 2 Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it ranked above that at which a place has been allocated.
- 3 A vacancy arises in Reception or Year 3, only when the number of offers to a particular school falls below the published admission number (or a higher admission limit where one has been set).
- 4 The waiting list will be established on the offer day and be maintained until the end of the summer term 2025 for Reception and until 31 July 2024 for Year 3.
- 5 Voluntary Aided and Foundation Schools will maintain their own waiting lists, which must be prioritised according to the school's published oversubscription criteria. The Local Authority will still be responsible for making the offer on the schools' behalf.
- 6 Following the offer day should an application be received for a school where the pupil has a higher priority for a place at the school, as determined by the admissions criteria, they will be placed on the waiting list above those with a lower priority.
- 7 Parents who intend to appeal against the decision to refuse a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.
- 8 For those parents who proceed to an independent appeal the panel's decision cannot be influenced by the child's position on the waiting list.

9. For a year group other than the first year of entry, a child may be prioritised on the waiting list in line with the Local Authority's Fair Access Protocol.

I False or misleading information

- 1 Where the Local Authority has made an offer of a place at an infant, Junior or through primary school on the basis of a fraudulent or intentionally misleading application from a parent which has effectively denied a place to a child with a stronger claim to a place at the school the offer of a place will be withdrawn.
- 2 Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where the place is not withdrawn, parents should note that their application for any subsequent child will not benefit from sibling priority.
- 3 Where a place or an offer has been withdrawn the application will be re-considered and a right of appeal of independent appeal offered if the place is refused.

J No common application form received

- 1 Every effort will be made to encourage parents/carers to complete and submit an application. However, the Local Authority will monitor Sheffield children known to them, for whom no application has been received.
- 2 Parents will be contacted to determine whether they intend to apply for a maintained school.
- 3 Where parents inform the Local Authority that their children will be attending a school not maintained by a Local Authority (private/independent) no school place will be allocated to the child.
- 4 For the transfer to Junior process the Local Authority will allocate a place at the nearest Sheffield school with available places, to their ordinary place of residence, to all pupils where they have not submitted an application form. This will be done by 3 June 2024 at the latest.

K Information required by voluntary aided schools

- 1 Voluntary aided schools and E-Act pathways Academy require additional information, which is not contained on the online or common application form and relates to the church of which they are a member.
- 2 In addition to the application completion of an “Additional Information” form is required. This can be obtained from the Local Authority or directly from the school.
- 3 The Additional Information form is not an application form for admission to a voluntary aided school.
- 4 Sheffield parents who intend to express a preference or preferences for voluntary aided schools must follow the procedure set out below:
 - a) Apply online or complete the common application **and** the appropriate additional information form(s);
 - b) Return the application to the Local Authority and any additional information form(s) to the school to which you are applying, by the closing date.
- 5 The supporting information provided by parents will be used by the school in applying their admissions criteria. Where an additional information form is not submitted, it may affect the consideration by the governing body of the preferred school. In these circumstances the individual school will be responsible for pursuing additional information.
- 6 The completion and return of the additional information sheet does not guarantee a place at the school.
- 7 For late applications see section G.

L In-Year Transfers Between Schools

1. Applications received for admission into any other year group are classed as an in-year transfer. The procedure for determining a single offer and timescales for processing applications are given at **Annex 4**. The general requirements of the scheme are as follows:
2. To ensure that each parent in Sheffield who has made an application on the Transfer Form in respect of admission of a child to a Sheffield school receives a single offer of a school place under the scheme.
3. To require a transfer form to be completed enabling a parent to:

- i) Provide his name and address and the name, address and date of birth of the child,
 - ii) Apply for three Sheffield schools,
 - iii) Give reasons for his application,
 - iv) Rank each application
4. To ensure where a child is eligible to be granted admission to more than one school that the child is granted admission to whichever of those schools is ranked highest on the transfer form.
 5. Any School that is its own Admission Authority must identify the body responsible for determining eligibility of an applicant.
 6. Following the allocation of a place, the school is expected to make admission arrangements with 5 school days for pupils not on a school roll in order to minimise the length of time that a child is out of school. For pupils already on a school roll it is expected that the receiving school will admit at the start of the following half term.

M In Year Transfers – Requirements for Sheffield Primary Schools

This part of the scheme confirms the actions that must be taken by all Sheffield Schools with regard to In-Year admissions.

1. Where the Local Authority receives an application for a Voluntary Aided or Foundation School or Academy, it will send the application and any supporting information to the Governing Body for consideration. The Authority will send the application to the school within 5 days of receiving it.
2. For a school where the Local Authority is the Admission Authority the Local Authority will determine eligibility by checking the number on roll and applying its oversubscription criteria.
3. For a school that is its own Admission Authority, it will determine eligibility and notify the Local Authority of the outcome within 5 school days.
4. On receipt of decisions in relation to any school that is applied for, the Local Authority will determine whether or not a child is eligible for any school. Through application of the scheme the Authority may determine a single offer or determine that the child is not eligible for any of the schools.
5. The Local Authority will notify the receiving school of the single offer to be made to the parent/carer as determined by the co-ordinated scheme.
6. The Authority will communicate the outcome of the application to the parent if they are a Sheffield resident. Where the decision is about a Voluntary Aided or Foundation School or Academy the Local Authority will write to parents on behalf of the Governing Body.

7. Where any application has been made for a Sheffield school by a parent residing in another Authority, Sheffield Local Authority will communicate the decision to the Home Authority.

N. In-Year Transfers – Requirements for Out of Area Schools

This part of the scheme applies where a parent residing in Sheffield wishes to apply to a school in another Local Authority area.

1. Parents must apply directly to the Local Authority within which the school is located.

Annex 1

**Timetable for co-ordinated admission arrangements
for Reception**

Annex 2

**Timetable for co-ordinated admission arrangements
for admission to Year 3**

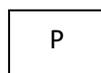
Annex 3

Criteria for the offer of a single place at an Infant, Junior or primary - Normal Year of Entry

- 1 A resident in Sheffield will only receive an offer of a single place at any primary, infant or junior school if they have completed an application.
- 2 Parents are invited to express three preferences for primary infant or junior schools they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the relevant Admissions Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a provisional offer.
- 5 Where the child is only eligible for one school, that will be the allocated school.
- 6 Where the child is eligible for two or three schools, the ranking of the expressed preferences on the application will be used to determine which of those provisional offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

Key

Places available – child eligible for admission

admission



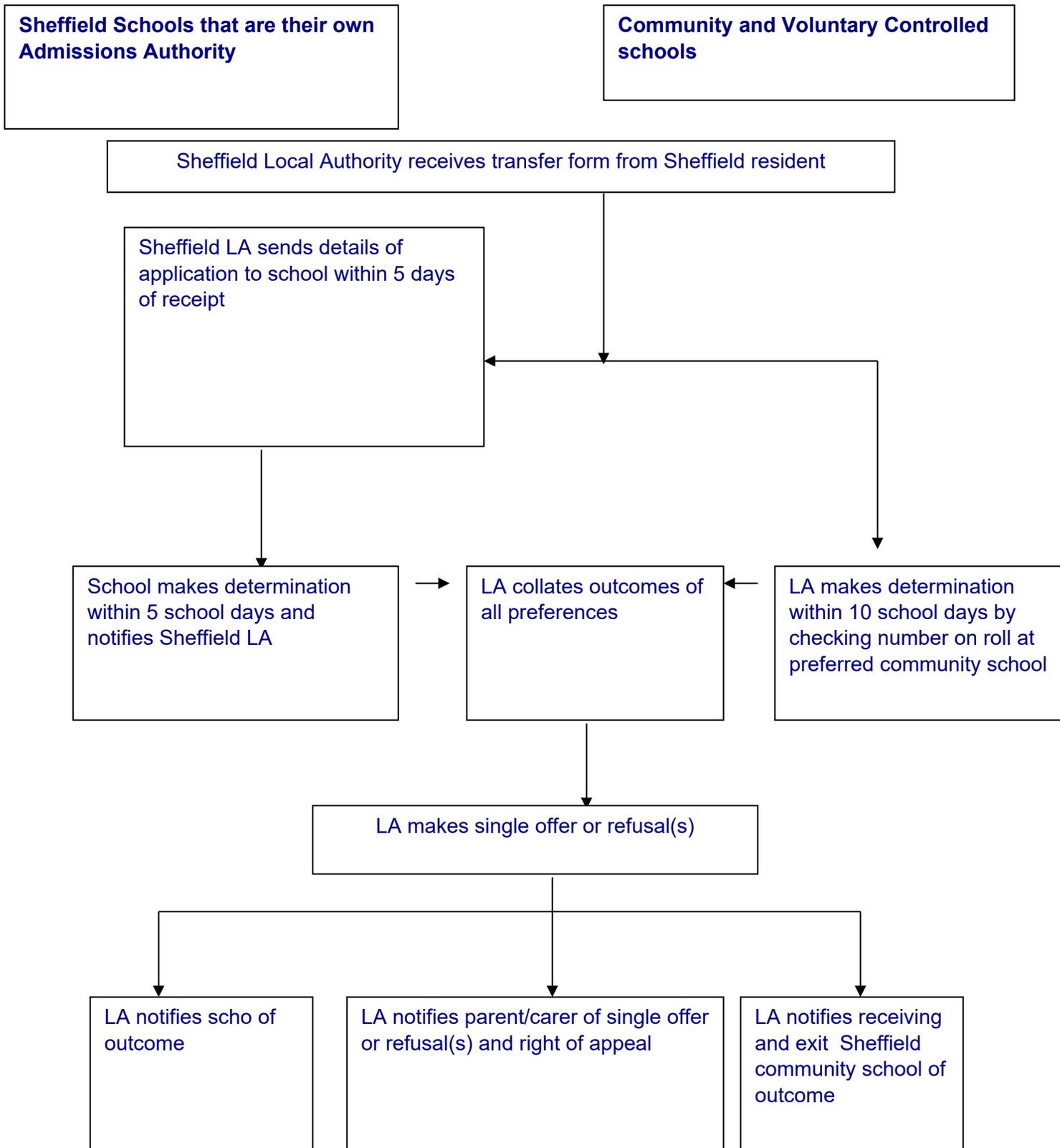
School oversubscribed – child not eligible for

based on priority of admission criteria

- ✓ Child allocated place at this school as the highest ranked school for which the child is eligible

Annex 4

Timetable for co-ordinated in-year applications



Annex 5

Explanation of Terminology

Additional Information Form (AIF)

The form required by voluntary aided schools to assist the governors in fairly applying their admission criteria. The AIF is included in the composite prospectus and should be returned to the Children, Young People and Families completed with the application.

Admission Arrangements

All the procedures, criteria and publications which must be arranged by an Admission Authority in order to process applications for admission to school. Admission arrangements will determine eligibility for a school place and details will be contained in the composite prospectus.

Admissions Authority

The body responsible for determining the admission arrangements for a school. This can be the Children, Young People and Families or the governing body of a school.

Admission Year

The school year to which admission arrangements apply

Allocation of a School Place

Where a single offer of a place at a school is made to the parent and the child's name is placed on the admission list for that school.

Children, Young People and Families Service

The Children, Young People and Families Service came into effect from 1 August 2005 and replaced the Local Education Authority. The statutory functions previously carried out by the LEA in relation to school admissions will continue to be carried out by the Children, Young People and Families Service.

Common Application Form

The form to be used by all parents residing in Sheffield to express preferences for schools and to give reasons for those preferences. It is referred to as common because it allows parents to name schools from different admission authorities.

Eligible for Admission

This is where a child can be offered a place at a school either because:

- The number of applications is below the admission number; or
- It is oversubscribed but the child meets the requirements of the admission criteria when assessed against other applicants.

Home Authority

The local authority in which the parent resides. Where more than one person holds parental responsibility and those persons reside in separate properties in different authorities, the child's home authority will normally be based on the location of the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Indicated Admission Number

The number of places in any relevant age group intended to be admitted in any school year as determined by the admission authority.

In Year Admission

Any application for a year group that is outside the "Normal admission round"

Maintaining Authority

The local education authority within whose area a school is situated and for which they are responsible.

Normal Admission Round

An application for the admission of a child to a relevant year group (i.e. a year group into which pupils normally enter the school) at a school is submitted in accordance with the requirements of the co-ordinated scheme.

In the case of schools in the Sheffield area the relevant year groups when pupils are admitted for the first time are Reception (Through primary and separate infant schools) and Year 3 (separate junior schools)

Year Group	Admission Year	Date of Birth
Reception	2023/24	01/09/18 to 31/08/19
Year 3	2023/24	01/09/15 to 31/08/16

Ordinary Place of Residence

A determination of the nearest Sheffield community school is the distance measured by a straight line between the child's ordinary place of residence* and the centre of the school building.

*The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the latest date for receiving applications for admission to school.

Where more than one person holds parental responsibility and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Oversubscription Criteria

The rules which determine who can and cannot be offered a place at the school.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the indicated admission number.

Preference

The legislation allows for parents to express preferences for desired schools ranking them in priority order and give reasons for those preferences.

Provisional offer of a school place

Where a child is eligible for admission to a school, having satisfied the criteria. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Ranking

The order in which parents have to list their three preferences on the application to enable a local authority to determine the single offer of a school place.

Single offer of a school place

The one offer for a school place which is made to a parent from the potential offers available as a result of the co-ordinated scheme.