



Co-ordinated Admission
Scheme
For Secondary Schools
and Academies
2024 - 2025

People Portfolio

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Introduction

The Local Authority is under a statutory duty to co-ordinate school admissions on behalf of all Sheffield residents when applying for any Sheffield School or neighbouring Authority 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 and external applications for Sixth Forms.

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 Sheffield 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 made during the academic year and applications for admission to age groups other than the normal year of entry (“In Year Applications”). This was extended to all applications from September 2011. This requirement was removed from September 2013, however Sheffield Local Authority proposed to continue co-ordinating in-year applications within Sheffield and this has been supported by Headteachers and was endorsed by the City Wide Learning Body.

Effectively therefore, Sheffield Local Authority is responsible for co-ordinating all admission applications within Sheffield, on behalf of all Sheffield residents. This co-ordinated scheme explains how the Authority will carry out this duty in partnership with all secondary schools and Academies in Sheffield and with neighbouring Authorities.

This co-ordinated scheme confirms arrangements for:

- The “Normal admission round” i.e. Admission to Year 7 for the 2024/25 academic year.
- All other “In-Year” applications for Sheffield Schools on behalf of secondary aged pupils resident in Sheffield.

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, Foundation and Trust** 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 be working collaboratively with the Governing Bodies of the Voluntary Aided, Foundation and Trust Schools and the Academies within the area of Sheffield and with neighbouring Authorities.

Normal Admission Round

Sheffield Local Authority will make an offer of a single place for a pupils residing in Sheffield for Year 7 in September 2023. The offer of a single place to a parent at a secondary school will be made on the national allocation day **1 March 2024**.

This co-ordinated scheme includes any arrangements to deal with preferences expressed by Sheffield parents for schools in any other Authority.

The 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) In this case the relevant year group is Year 7, entry to Secondary School.

An explanation of terminology related to this scheme is provided at **Annex 4**.

- i) The following schools are their own Admission Authorities and the respective Governing Body is responsible for admission arrangements:
 - All Saints Catholic High School
 - Astrea
 - Birley Community College, Trust
 - Bradfield Academy
 - Chaucer Business and Enterprise Trust
 - Ecclesfield
 - Firth Park Community Arts Trust
 - Fir Vale Academy
 - Forge Valley Community (Foundation) School
 - Handsworth Grange
 - High Storrs
 - Hinde House 3-16 Academy
 - King Ecgbert Academy
 - Meadowhead Academy
 - Mercia
 - Newfield Academy
 - Notre Dame Catholic High School

- Oasis Academy Don Valley
 - Outwood City Academy
 - E-Act Parkwood Academy,
 - Sheffield Springs Academy
 - Sheffield Park Academy
 - Silverdale
 - Stocksbridge
 - Tapton
 - Westfield Sports College
 - Yewlands Academy;
- ii) For schools maintained by Barnsley, Doncaster or Rotherham, the respective Local Authority is the Admission Authority except where the school is voluntary aided, Grammar, Foundation or an Academy.

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 school in Sheffield for a year group other than the normal year of entry. The Authority is now required to confirm the outcome of an application within 15 days of the application being made. Local Authorities are no longer required to co-ordinate cross-border, in-year admissions.

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.

The single offer of a school place

Sheffield Local Authority will normally be the only body to offer a Sheffield resident a single place at any Sheffield secondary school as follows:

- a) For community schools where the Local Authority is the admission authority;
- b) On behalf of Governing Bodies of schools listed in i) above;

For the purposes only of this co-ordinated scheme any reference in this scheme to a Sheffield school is a reference to a secondary community school where the Local Authority is the admissions authority. Any reference to a Sheffield school does not include All Saints Catholic High School and Notre Dame Catholic High School, but does include those listed above which have adopted the City Council's admission arrangements. Meadowhead, Tapton and E-Act Parkwood, also operate criteria which is slightly different from the rest of the Secondary schools in Sheffield.

Sheffield Secondary Schools

Community Schools.

There is currently 1 Community Secondary School in Sheffield:

King Edward VII Secondary

Academies

- All Saints Catholic High School
- Astrea Academy
- Birley Academy
- Bradfield Academy
- Chaucer Academy
- Ecclesfield
- Firth Park Academy
- Fir Vale Academy
- Forge Valley Community Academy
- Handsworth Grange
- High Storrs Academy
- Hinde House 3-16 Academy
- King Ecgbert Academy
- Meadowhead Academy
- Mercia Academy
- Newfield Academy
- Notre Dame Catholic High School
- Oasis Academy Don Valley
- Outwood City Academy
- E-Act Parkwood Academy,
- Sheffield Springs Academy
- Sheffield Park Academy
- Silverdale Academy
- Stocksbridge Academy
- Tupton Academy
- Westfield Academy
- Yewlands Academy;

References to the Local Authority mean Sheffield Local Authority.

A Applying for a school place – Normal Year of Entry (See Annex 1 – Timetable)

- 1 All applications from Sheffield residents for admission to any secondary school in Sheffield or any other Local Authority must be made online or on the common application form (CAF)
- 2 Parents of children attending Sheffield community and voluntary aided Schools will be invited to apply for a secondary school place in July 2023 when pupils are in Y5.
- 3 Applications from parents for a Sheffield school, who do not reside in Sheffield, must be made on their respective home authority online facility or CAF.
- 4 Parents will be invited to express up to three preferences on the application form in rank order and give reasons for their preference.
- 5 Parents can state preferences for any of the following schools:
 - Community
 - Voluntary Controlled
 - Voluntary Aided
 - Foundation
 - Trusts
 - Academies

In Sheffield, or in another local authority.
- 6 Where Sheffield Local Authority, as the home authority, receives an application from a parent not resident in Sheffield, it will be sent directly to the parent's home authority to be processed.
- 7 Sheffield residents will be encouraged to apply online but can also apply on a paper form. Completed paper forms can be returned to Sheffield Local Authority by emailing ed-admissions@sheffield.gov.uk or by post to; **Admissions, 5th Floor, West Wing, Moorfoot, Sheffield, S1 4PL.** Supporting documentation for Voluntary Aided schools must be returned directly to the school for which they are applying.
- 8 The application must be received by the closing date of **31 October 2023**.
- 9 The process for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at **Annex 2** to this scheme.

B Procedure

- 1 By **7 December 2023** the Local Authority will:
 - a) send applications made by Sheffield residents for All Saints, Notre Dame, E-Act Parkwood, and to neighbouring authorities where schools located in another Local Authorities are named on the application.
 - b) will have received copies of application details from other local authorities for admission into schools in Sheffield including All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy.
 - c) The Authority will exchange information with neighbouring authorities in accordance with the timetable at Annex 1. Derbyshire Local Authority will not be obliged to strictly follow the same timetable as they do not intend to operate a cross-border co-ordinated scheme, however Sheffield Local Authority will endeavour to work co-operatively with Derbyshire for the benefit of parents and pupils.

2 Any applications that are received by Voluntary Aided Schools, Academies or Trust Schools will be sent directly to the Local Authority.

3 For all the preferences stated on any application received, the respective admission authorities will be required to apply their published admission criteria.

4 By **5 January 2024** the Local Authority will:

Have received a list of children who would be eligible for a place at All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy, and details for those who would not be eligible. Where children on that list are resident in another Local Authority, Sheffield Authority will notify the home authority of the outcome of the applications.

5 By **11 January 2024** the Local Authority will:

- a) have received notification from other Admission Authorities/Local Authorities of any places, which those Admission Authorities/Local Authorities can offer in response to any preference expressed by a parent resident in Sheffield.
- b) apply its own admission criteria again and complete a list of provisional offers for schools for which it is the admissions authority;
- c) have notified any other Local Authority where children resident in that Local Authority who have applied for a Sheffield school can or cannot be offered a place at a school.

6 By **25 January 2024** the Local Authority will:

- a) Compare the list of provisional offers for Sheffield schools against the

list of provisional offers from other Local Authorities/admission authorities.

- b) Make determinations on which provisional offers will be made to Sheffield residents taking account of:
 - (i) provisional offers from voluntary aided schools, Academies and Trust Schools.
 - (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
- c) Amend the list of provisional offers for each Sheffield school to take account of the determinations at point (b) above
- d) Inform any other Local Authorities/admission authorities of those provisional offers which are to be accepted or not accepted
- e) Receive from other Local Authorities/admission authorities details of those offers for places in Sheffield schools, which are to be accepted or not accepted.

7 Where it is the case that a child is eligible for more than one offer of a place, the parent will be provisionally offered the highest ranked of those offers as determined by their stated ranked preferences on the common application form.

8 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 be eligible for an offer irrespective of their ranking by Sheffield residents, or any co-ordinated scheme adopted by another local authority.

For oversubscribed schools the effect of provisional offers in other Local Authorities to parents also with a provisional offer at an oversubscribed school in Sheffield will create vacancies at that school in the case where the provisional offer in the neighbouring authority is ranked higher.

In order to complete the allocations to these schools 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 (6) above. The waiting list will comprise of:

- a) Sheffield residents with no provisional offer

- b) Sheffield residents and non-Sheffield residents with a provisional offer ranked lower than that of the oversubscribed school for which they also have expressed a preference.
- 9 By **8 February 2024** the Local Authority will:
- a) Inform neighbouring Admission Authorities of those potential offers that will be required and those that will not.
 - b) Advise neighbouring Admission Authorities of any additional potential offers of places that have become available as a consequence of the 28 January exercise.
- 10 By **15 February 2024** the Local Authority will have:
- a) updated the list of provisional offers for oversubscribed schools as a consequence of the exercise on 11 February.
 - b) notified any other Local Authorities where the provisional offer is for a resident in their area.
 - c) updated the list of provisional offers for All Saints Catholic High School and Notre Dame Catholic High School and Parkwood E-Act Academy, and informed any Local Authority where a provisional offer is for a resident in their area
 - d) received information from other Local Authorities of any places, which those Local Authorities can offer in response to a preference expressed by a resident in Sheffield as a result of the second cycle under their co-ordinated scheme.
 - e) Allocated places to those pupils whose parents have applied but have no provisional offer.
 - f) compared the updated list of provisional offers against the updated list of provisional offers from neighbouring authorities
 - g) made determinations on which provisional offers will be made to Sheffield residents taking account of:
 - (i) Ranking
 - (ii) provisional offers from neighbouring authorities; and
 - (iii) the waiting list for places at the school
 - h) amended the list of provisional offers for each oversubscribed school
 - i) informed any other Local Authority/admission authorities of which offers are to be confirmed for places in their schools and those which are not to be accepted
 - j) received from other Local Authorities/admission authorities details of which offers for places in Sheffield schools are to be accepted or not accepted.

- k) sent final details of applications accepted or not accepted to other Local Authorities and Admission Authorities on or before the allocation date of **1 March**.

C The offer of a place

- 1 Parents will normally receive one offer of a place for admission to secondary school. Sheffield residents who apply for a Sheffield maintained school and a Derbyshire Local Authority school may potentially receive an offer from each Authority. The process for determining the offer of a single place at any secondary school for which the child is eligible to be granted admission is given at Annex 2 to this scheme
- 2 All offers of the single place will be made on the **1 March 2024**, the national offer day. This would include any offer made by Derbyshire Local Authority. It will be assumed that parents will be accepting the allocated place unless written notice is received within 10 working days, to the contrary.
- 3 Sheffield Local Authority, as the home authority for the co-ordinated scheme will make all offers to residents in Sheffield on behalf of:
 - a) those schools for which it is the admissions authority; and
 - b) any other admission authority, which is offering a place to a resident in Sheffield, with the possible exception of parents applying for a school in Derbyshire, who may receive more than one offer.
- 4 Prior to 1 March 2024 all secondary schools and Academies within Sheffield will be sent a list of those children whose parents have been offered a place at the school.

D Preferences not Met

- 1 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 secondary school or Academy with places available, to their normal place of residence. This may or may not be the catchment school, depending on availability of places there.
- 2 The single offer of a place will be determined after all preferences for schools, , have been processed prior to national offer day.

E Applications received after 31 October

- 1 All applications for admission to a secondary school by a Sheffield resident received after 31 October 2023 must be made on the common transfer form. Parents will be invited to state three preferences in rank order.
2. Sheffield residents wishing to apply to another Local Authority or Voluntary Aided School must complete a Sheffield common transfer form and return it to Sheffield Local Authority. Sheffield Local Authority will share this information with the relevant Admission Authority or neighbouring authority on behalf of the Sheffield resident.

In circumstances where parents apply for a school outside Sheffield, that
3. Local Authority will notify Sheffield Local Authority of the outcome.
4. The single offer of a place at a school will be made by Sheffield Local Authority.

F Right of appeal

Any parent* whose child is refused a school place 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 Education Health Care Plans, 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 submitted in the normal admission round that are received by the Authority up to and including 30 November 2023 will be included in the first cycle of allocations of places made for the offer day.
- 2 A parent that moves from one South Yorkshire Authority to another after 30 November will have their initial application considered by the Authority in which they were resident on 30 November. A second application made to the new home authority after 30 November will be considered in accordance with 3 below.
- 3 After 1 March, applications received from 30 November 2022 will be

processed in accordance with the admission criteria. Applications will be processed in strict chronological order and notification sent out as appropriate.

- 4 By 2 June 2024 at the latest Sheffield Local Authority will have allocated places to Sheffield residents it is aware of for whom applications have not been received. This will normally be the nearest school to the normal place of residence with available places.

H Waiting lists

- 1 The Local Authority will establish a waiting list for all community secondary schools, Academies and Trust Schools where the number of applications for those schools has exceeded the places available in Year 7.

For All Saints Catholic High School and Notre Dame Catholic High School and E-Act Parkwood Academy waiting lists will be maintained by the schools in accordance with the school admission criteria.

- 2 Names of children will automatically be placed on the waiting list for a school where they have been refused a place where it is ranked above that at which a place has been offered.
- 3 A vacancy arises in Year 7 only when the number of offers to a particular school falls below the published admission number or a higher admission number where one has been set.
- 4 The waiting list will be established on 1 March 2024 and be maintained up to 31 December 2024. Parents will be contacted prior to the start of term to ask if they wish their child to remain on the waiting list.
- 5 Priority on the waiting list is determined according to the Local Authority's admission oversubscription criteria.
- 6 For any application received after 30 November 2023 where the pupil has a higher priority for a place at the school as determined by the admissions criteria, they will be placed above those pupils with a lower priority.

Waiting lists cannot be prioritised based on the length of time spent on them.
- 7 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.

I Information required by voluntary aided schools and Parkwood E-Act Academy

- 1 Voluntary aided schools and Parkwood E-Act Academy require additional information, which is not contained on the common application form but is specific to the schools individual criteria.
- 2 In addition to the application form each Voluntary Aided School in another LA

and All Saints Catholic High School and Notre Dame Catholic High Schools and Parkwood E-Act Academy will require applicants to complete an “Additional information form”. All Saints and Notre Dame also require a copy of a Catholic baptism certificate. The additional forms will be available from the schools themselves, the Local Authority or can be downloaded from the Admissions website.

- 3 The Additional information form is **not** an application form for admission to All Saints or Notre Dame or E-Act Parkwood Academy.
- 4 Parents who intend to express a preference or preferences for voluntary aided schools or Parkwood E-Act Academy must follow the procedure set out below:
 - a) Apply online or complete the common application form **and** the additional information form and, for All Saints and Notre Dame, enclose a certificate of Catholic baptism where appropriate.
 - b) Return the application to the Local Authority and additional information to the school to which you are applying by 31 October 2023.
- 5 Where an additional information sheet is not submitted with the application, it may affect the consideration by the governing body of the preferred school. In these circumstances the governing body will be responsible for pursuing additional information, **NOT** the Local Authority.
- 6 The completion and return of the additional information form does not guarantee a place at the school.

J Information required by neighbouring local authorities

- 1 Oversubscription criteria may be different in neighbouring admission authorities. Barnsley for example does not operate catchment areas whereas Rotherham and Derbyshire do.
- 2 Parents who reside in Sheffield but wish to make an application for a non-Sheffield school should:
 - i) Obtain a copy of the relevant Admission Authority’s Composite Prospectus;
 - ii) Familiarise themselves with the oversubscription criteria;
 - iii) Apply online or complete a Sheffield common application form and return it to Sheffield Local Authority **NOT** the Authority where the school is located.

Ensure that any relevant information required by the other Admission Authority is attached to the application.

- 3 Any additional information that is provided will be considered by the relevant Admission Authority when applying their admission criteria.
- 4 Failure to provide additional information may affect consideration of the application.

K Misleading or fraudulent information

- 1 Where the Local Authority has made an offer of a place at a secondary 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 place or an offer has been withdrawn the application will be re-considered and a right of independent appeal offered if the place is refused.

L No common application 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 for whom no application has been received.
- 2 Parents will be regularly contacted to remind them of the need to apply for a school place for their child.
- 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 In the absence of any application by 2 June 2024 at the latest, all other children will be allocated a place at the nearest Sheffield community school with available places, to their normal place of residence.

M In-Year Transfers Between Schools

- 1 Applications received from 1 September 2024 onwards for admission into Y7 will be processed as an in-year transfer. Applications for any other year group received at any time in the year are also classed as in-year transfers. The procedure for determining a single offer and timescales for processing applications are given at **Annex 3**. 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. Parents must be allowed to complete a Transfer Form enabling a parent to:
 - i) Provide their name and address and the name, address and date of birth of the child,
 - ii) Apply for three Sheffield schools,
 - iii) Give reasons for the application,
 - iv) Rank each application
4. The scheme must ensure as far as is reasonably practical, in any case 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. Where the Local Authority has been informed that a child may be eligible for a place at more than one school, a single offer will be made to the highest ranked school. If this school is a Voluntary Aided School/Foundation/Trust or Academy the Local Authority will make the offer on behalf of the Governing Body.

Where the child is not eligible for any school applied for the Local Authority will notify the parent in writing, confirming their statutory right of appeal. If the school refusing a place is a Voluntary Aided School, Trust or Academy the Local Authority will notify the parent on behalf of the Governing Body.

6. Any School that is its own Admission Authority must identify the body responsible for determining eligibility of an applicant.
7. 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.

N In Year Transfers – Requirements for Sheffield Secondary Schools

1. This part of the scheme applies where a parent residing in Sheffield applies on a transfer form for a school in Sheffield that is its own admission authority and has decided to administer its own admissions process.

2. Sheffield Local Authority must notify the Own Admission Authorities of the application and forward details to them on the day of receiving the application, together with any supporting information from the parent.

3. Own Admission Authorities will determine eligibility and notify Sheffield Local Authority of the outcome within 5 school days of receipt. Sheffield Local Authority will determine eligibility for a single school, or that places must be refused at any school.

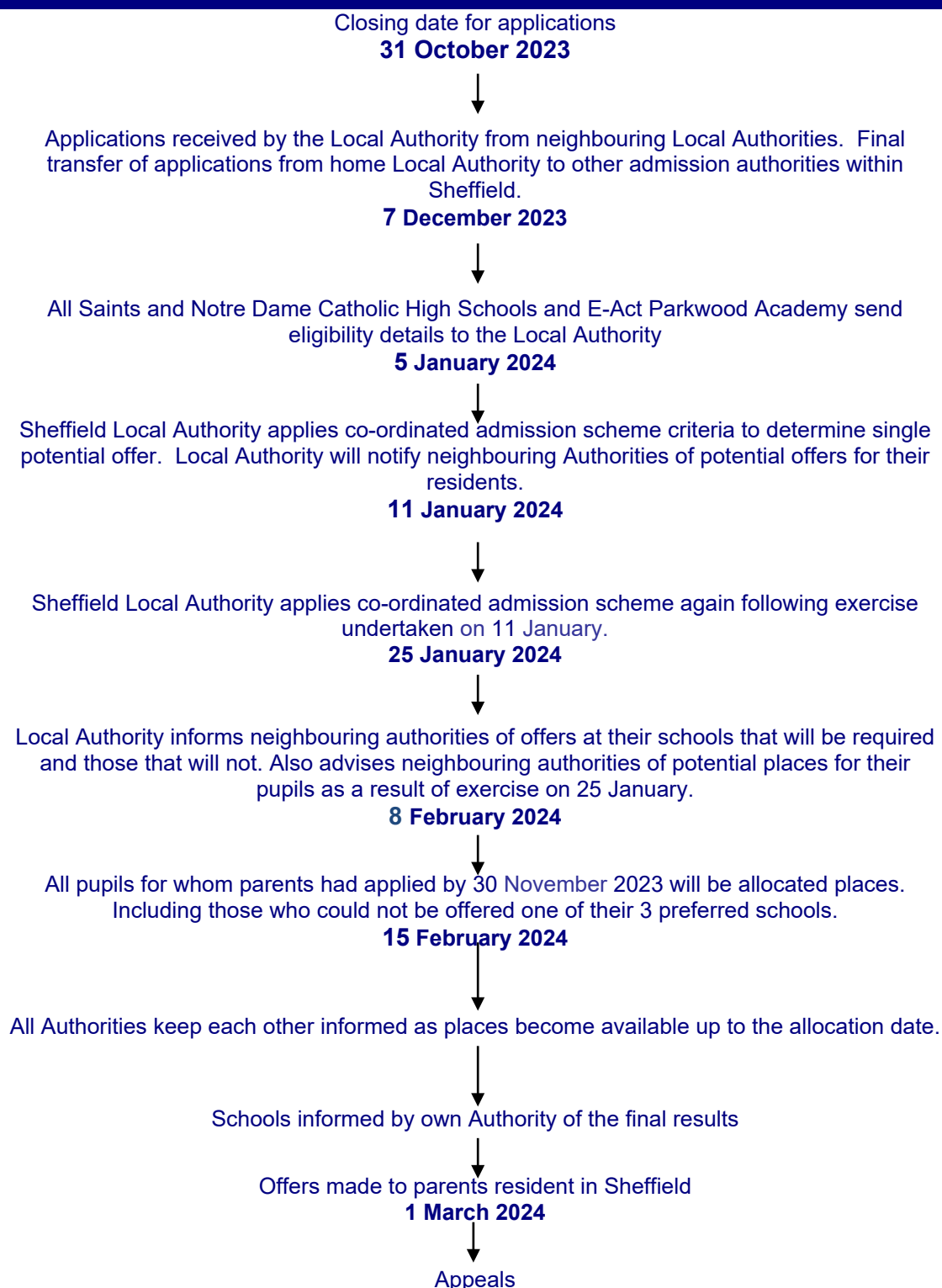
Sheffield Local Authority will send notification of the outcome directly to parents on behalf of the own Admission Authority Schools within 15 days of the application being made..

Annex 3 is a flow chart describing the process and timescales.

Any Sheffield resident wishing to apply for another school outside of Sheffield and outside the normal admission round must apply directly to that Authority.

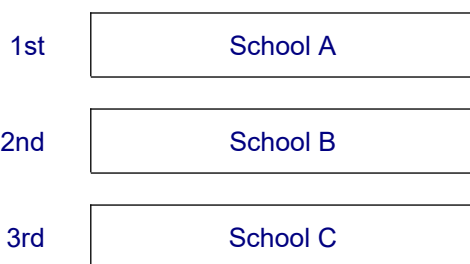
The timetable for In-Year Admissions is provided at Annex 3.

Timetable for Year 7 co-ordinated admissions



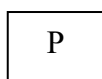
Process for the offer of a single place at a secondary school – Normal Year of Entry

- 1 A resident in Sheffield will receive an offer of a single place at any secondary school if they have completed an application. Sheffield residents who do not complete an application will not be considered until every positive application has been dealt with.
- 2 Parents may express a maximum of three preferences and give reasons for secondary schools they wish their child to attend and list them in rank order.
- 3 The Local Authority will treat all three preferences for community, Voluntary Aided and Foundation schools and Academies equally.
- 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 offer of a single place at a secondary school made to the parent on the offer day.
- 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.



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



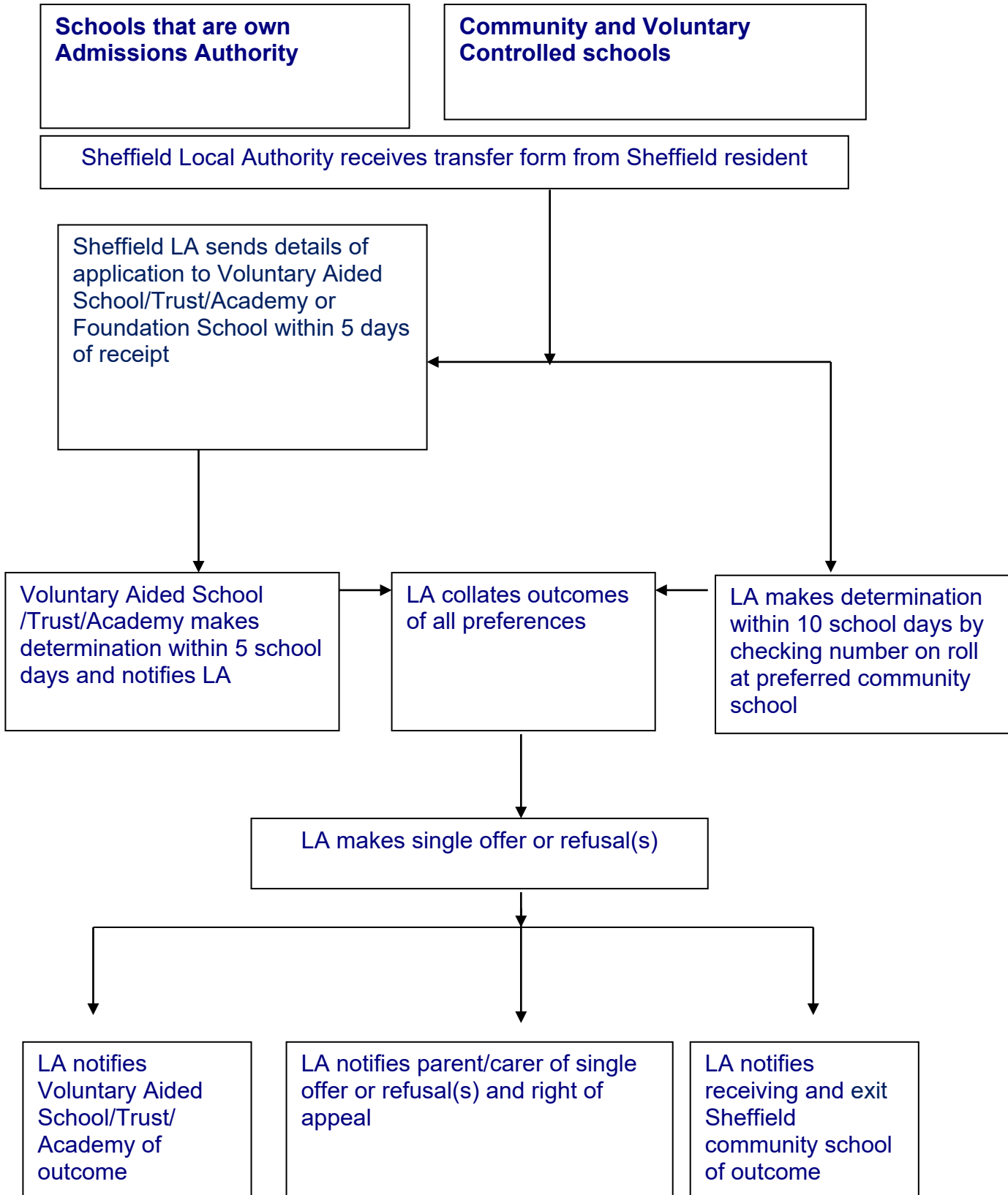
Places available – child eligible for admission



School oversubscribed – child not eligible for admission based on priority of admission criteria

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

Process for the offer of a single place at a Secondary School - In-year applications



Explanation of Terminology

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 Local Authority/local authority 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.

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.

Common Transfer Form

The form to be used by all parents residing in Sheffield to express preferences for in year admissions 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 with parental responsibility (PR) resides. Where PR is held by more than one person and those persons reside in separate properties in different authorities, the home authority will be determined by where the child resides with the person with PR 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 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 Year 7 (all secondary schools) and Year 12 for schools with sixth forms.

Year Group	Admission Year	Date of Birth
Year 7 (Secondary)	2024/25	01/09/10 to 31/08/11

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 a designated point in the school premises.

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

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be the property at which the child resides with the parent or person/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.